

PROJECT: SIIWATER

USERS MANUAL

*Integrated Management of Transboundary Danube –
WATER*

*MODULE INTERNAL PORTAL (SharePoint 2013 Foundation
Platform)*

Contents:

| | |
|---|----|
| 1. PURPOSE | 4 |
| 2. USED TERMS | 4 |
| 3. INTERNAL PORTAL | 5 |
| 3.1. REGISTER IN INTERNAL PORTAL | 5 |
| 3.1.1. REGISTER NEW ACCOUNT USER PORTAL | 5 |
| 3.1.2. MODIFY USER ACCOUNT FROM INTERNAL PORTAL | 8 |
| 3.1.3. REMOVE USERS FROM INTERNAL PORTAL | 12 |
| 3.2. LOG IN TO THE INTERNAL PORTAL | 14 |
| 3.2.1. DISCONNECT (SIGN OUT) USER FROM INTERNAL PORTAL | 16 |
| 3.3. MANAGEMENT OF THE PORTAL SECTIONS | 16 |
| 3.3.1. ADD ITEM WEB-PART IN WEB GUI PORTAL | 16 |
| 3.3.2. ADD DOCUMENTS SUBFOLDER | 19 |
| 3.3.3. ADD NEW SUBSITE WITHIN PORTAL | 23 |
| 3.3.4. REMOVE ITEM WEB-PART FROM GUI WEB OF THE PORTAL | 26 |
| 3.4. DEFINE THE STRUCTURE OF ORGANIZATIONAL HIERARCHY | 28 |
| 3.5. APPROVAL WORKFLOW (INITIAL, INTERMEDIAT AND FINAL STATUS) | 28 |
| 3.6. ALERTS FROM PEOPLE | 40 |
| 3.7. INSTALLATION SHAREPOINT FOUNDATION 2013 | 41 |
| 3.8. CHANGE LANGUAGE SETTINGS | 48 |
| 3.9. CONSULTATION SECTION INFORMATION OF THE INTERNAL PORTAL | 51 |
| 3.9.1. VIEW PERSONAL PAGE ON THE PORTAL | 51 |
| 3.9.2. VIEW RECYCLE BIN CONTENT | 52 |
| 3.9.3. VIEW ANNOUNCEMENTS, TASKS, LINKS TO OTHER COMPONENTS FROM PORTAL | 53 |
| 3.9.4. ADD DOCUMENT INTO DOCUMENTS FOLDER WITHIN PORTAL | 56 |
| 3.9.5. VIEW EXCEL CONTENT | 58 |
| 3.9.6. VIEW CONTENT OF THE PERSONAL DOCUMENTS FOLDER | 60 |
| 3.9.7. DOCUMENTS DISSEMINATION FROM PERSONAL DOCUMENTS FOLDER BY ANOTHER USER | 61 |
| 3.10. ACTIONS BY THE SISTEM | 65 |
| 3.10.1. AUTOMATIC NOTIFICATIONS ON THE USER MAILBOX | 65 |
| 3.11. DISCUSSION BOARD ON THE INTERNAL PORTAL | 67 |
| 4. KEYSTROKE ACCESS | 74 |

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1. PURPOSE

The document is the User Manual Application "Integrated Management of Transboundary Danube - WATER" and serves as a tool for understanding the application functionalities and operating mode with it.

2. USED TERMS

The used terms in the document are:

- **Username** – refers to the person who works with the software – WATER;
- **System** – refers to the integrated border management – WATER, upon the whole;
- **Error message** – message display system which sends the user that are blocking errors that cause workflow;
- **Warning message** - message displayed to the user system that transmits certain conditions were not met; workflow may be followed by further;
- **Information Message** - Message display system which guides the user application usage;
- **Date** – date generic name or personal information specialist, registered in the system for a user;
- **Portal** - the architecture of a website, which contains data, developed domain-specific features;
- **Task** – executing the workload assigned to a user (in our case, workflows with three intermediate phases);

3. INTERNAL PORTAL

3.1. REGISTER IN INTERNAL PORTAL

3.1.1. REGISTER NEW ACCOUNT USER PORTAL

The user account is created to access the internal portal. The user is connected to the platform and has right as administrator user. Site administrator logs in with credentials received. System access and open SharePoint platform.

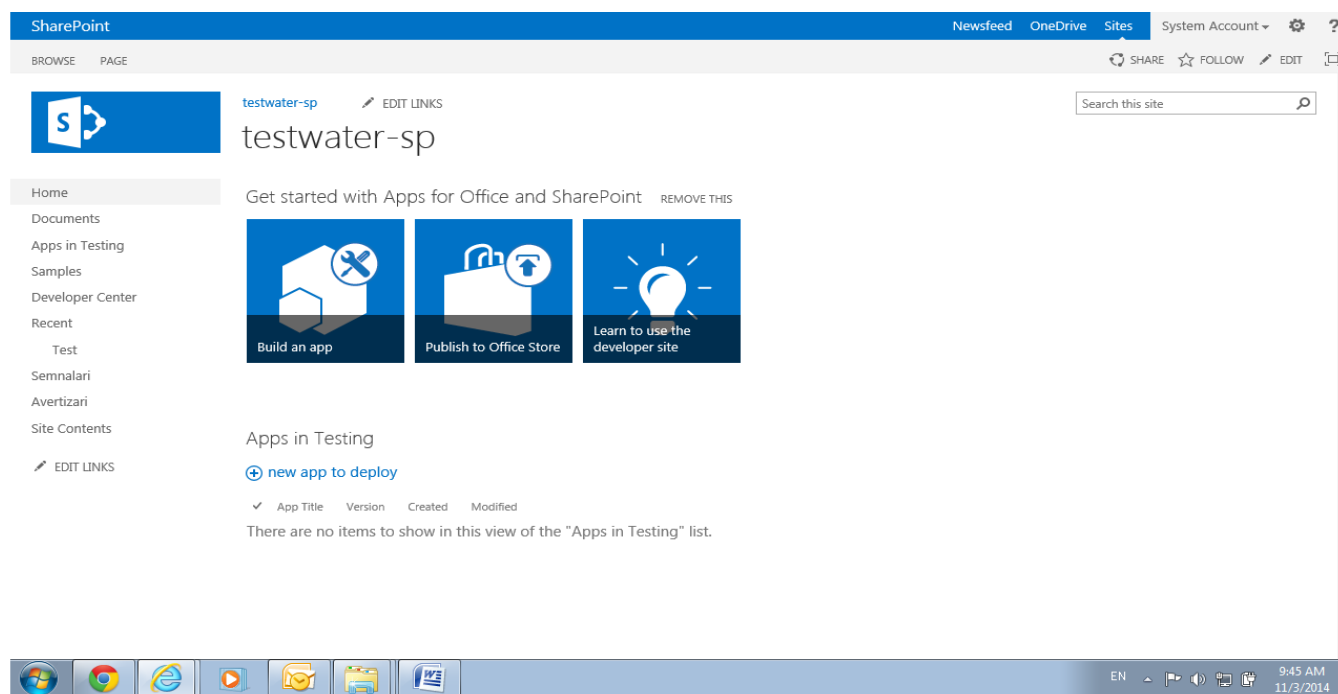


Figure 3.1.1. – 1 – Home page

The administrator user selects Site Settings.



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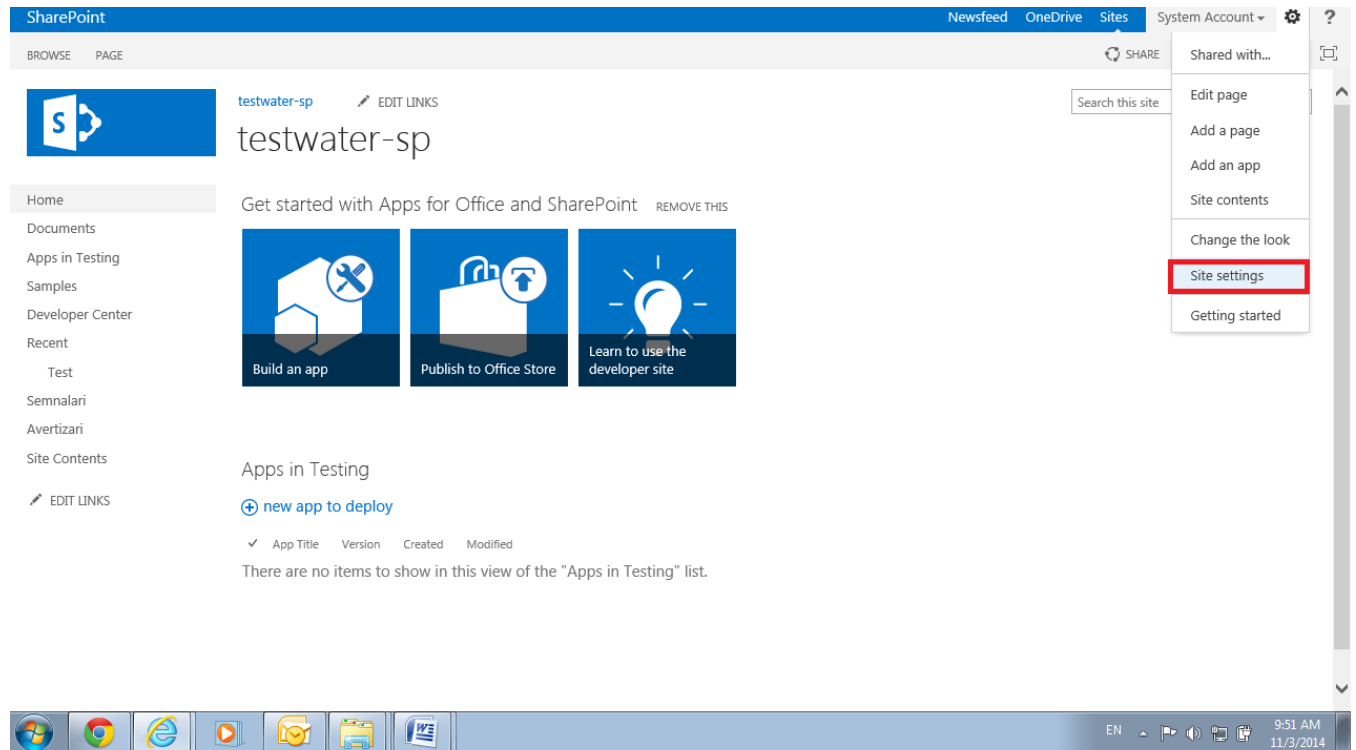


Figure 3.1.1. – 2 – Access Site settings

System open the window that allows the configuration of user groups and users.



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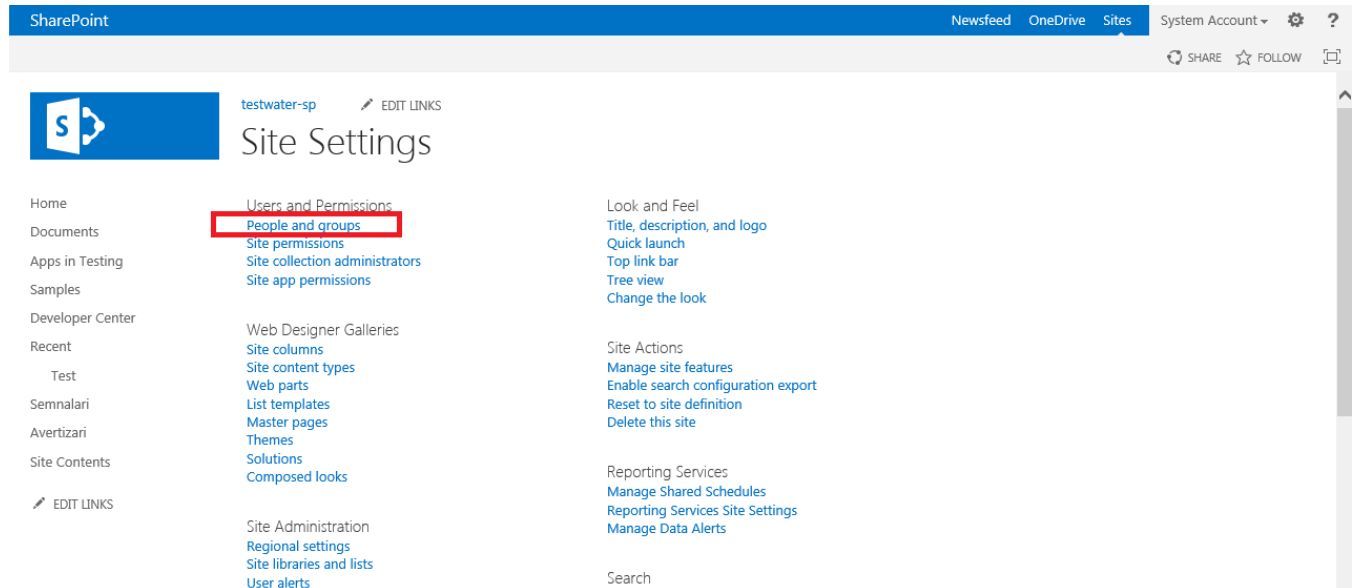


Figure 3.1.1. – 3 – Site Settings window

The administrator user selects People and Groups. System open the window that allows to add groups of users and users.

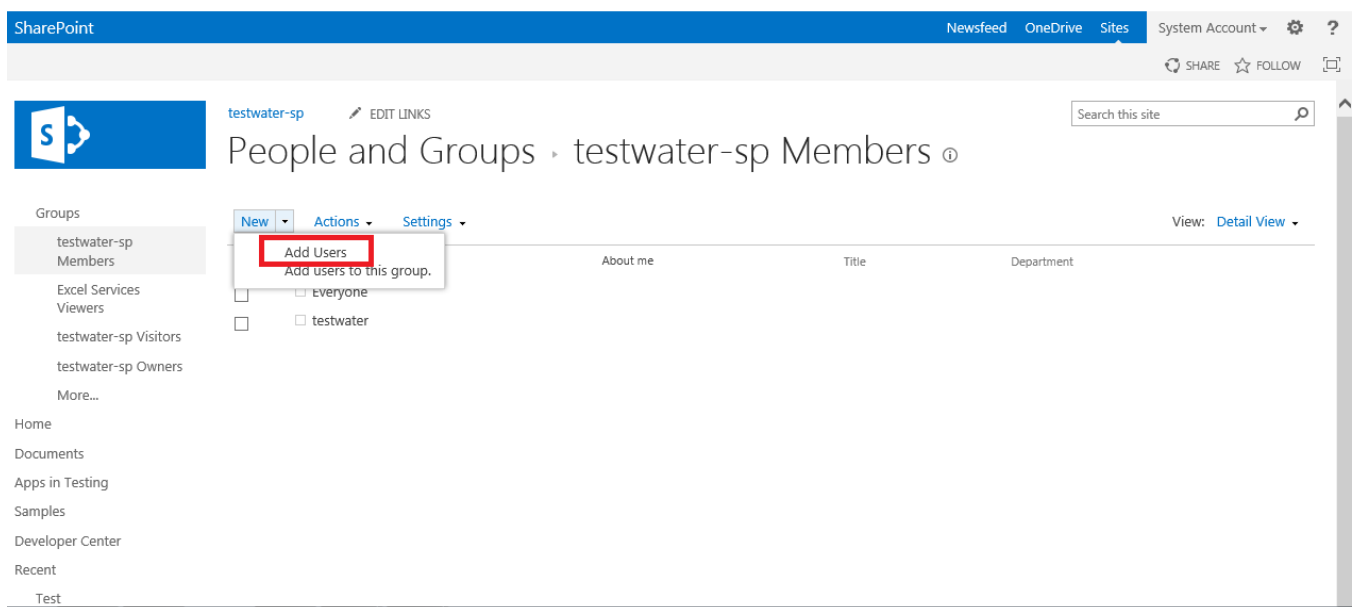


Figure 3.1.1. – 4 – People and Groups window

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Administratorul adauga noi utilizatori in grup selectand comanda Add users. Sistemul adauga utilizatorii in portalul intern.

Administratorul completeaza permisiunile utilizatorilor si salveaza informatiile. Sistemul creaza utilizatorii cu acces pe portal intern.

3.1.2. MODIFY USER ACCOUNT FROM INTERNAL PORTAL

Site administrator logs in with credentials received. System open internal portal.

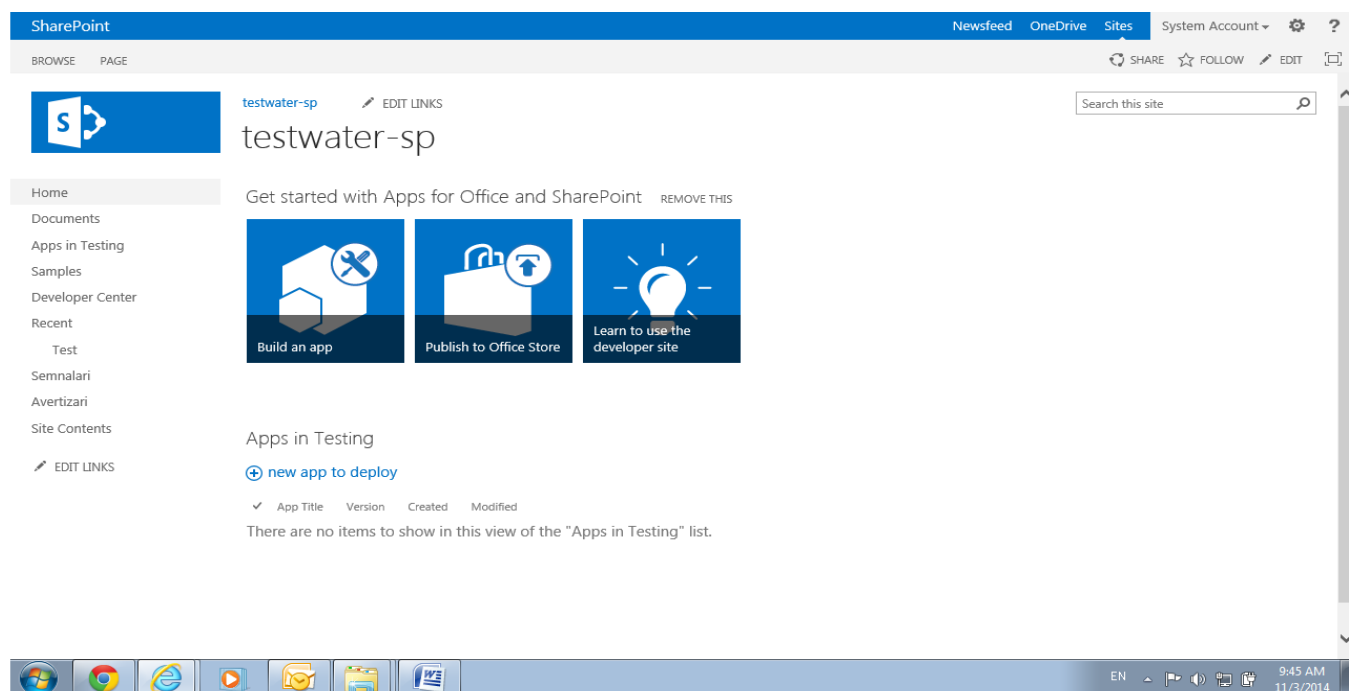


Figure 3.1.2. – 1 – Home page internal portal

Site administrator selects Site settings.

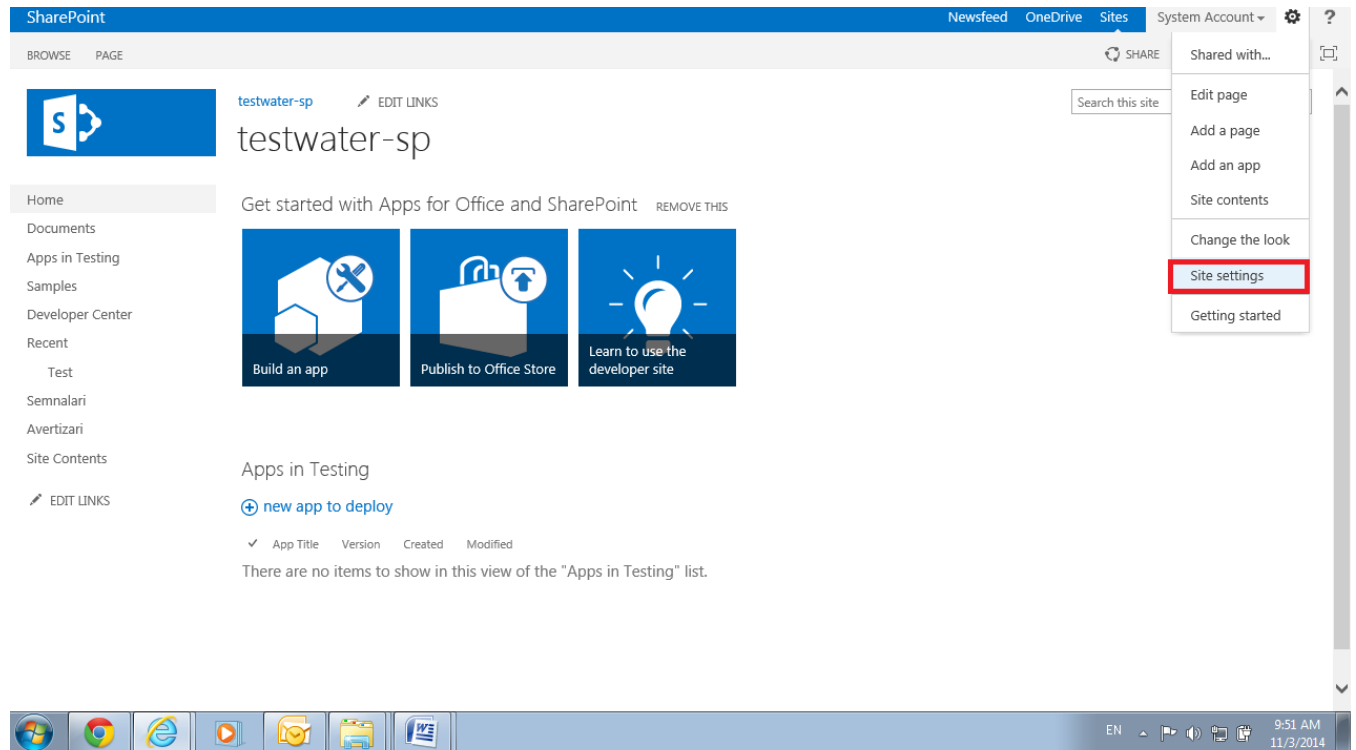


Figure 3.1.2. – 2 – Access command Site settings

System open window that allows to configure the rights of the users.

Site administrator selects People and Groups – Settings - Manage settings ...and permissions. System open windos for modify the users permissions in the group.

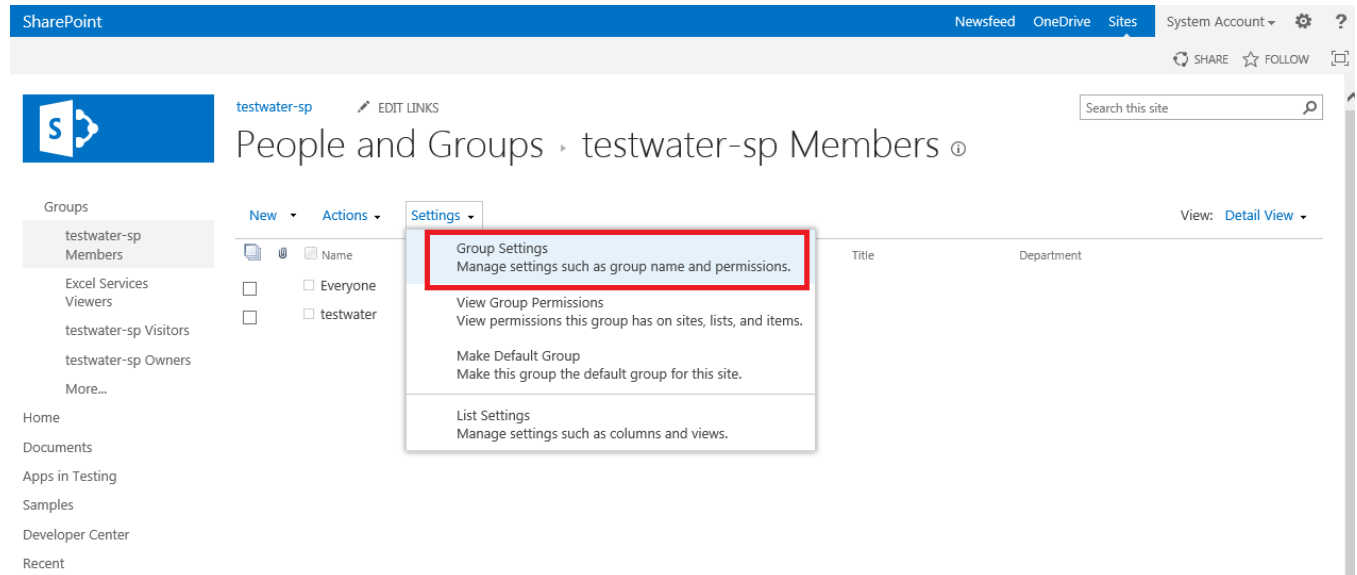


Figure 3.1.2. – 3 – Access command Manage settings such as group name and permissions

Site administrator modifies permissions for the existing users and saves information by pressing OK button. The system creates permissions to internal information portal for users modified and save them.



SharePoint Newsfeed OneDrive Sites System Account ?

SHARE FOLLOW

testwater-sp EDIT LINKS

People and Groups ▸ Change Group Settings

Home

Documents

Apps in Testing

Samples

Developer Center

Recent

Test

Semnalari

Avertizari

Site Contents

EDIT LINKS

Name and About Me Description

Type a name and description for the group.

Name:

About Me:

Open a new window to Insert Table (Ctrl+Alt+T)

Use this group to grant people contribute permissions to the SharePoint site: [testwater-sp](#)

Group owner:

Owner

The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Site Contents

EDIT LINKS

Owner

The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Group Settings

Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Membership Requests

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Group owner:

Who can view the membership of the group?

☐ Group Members ☒ Everyone

Who can edit the membership of the group?

☒ Group Owner ☐ Group Members

Allow requests to join/leave this group?

☐ Yes ☒ No

Auto-accept requests?

☐ Yes ☒ No

Send membership requests to the following e-mail address:

Delete OK Cancel

Change Group Settings - Internet Explorer

Change Group Settings - Internet Explorer

Figure 3.1.2. – 4 – Permissions settings

The user is modified and have access to portal as assigned rights.

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3.1.3. REMOVE USERS FROM INTERNAL PORTAL

Site administrator logs in with credentials received. System open internal portal.

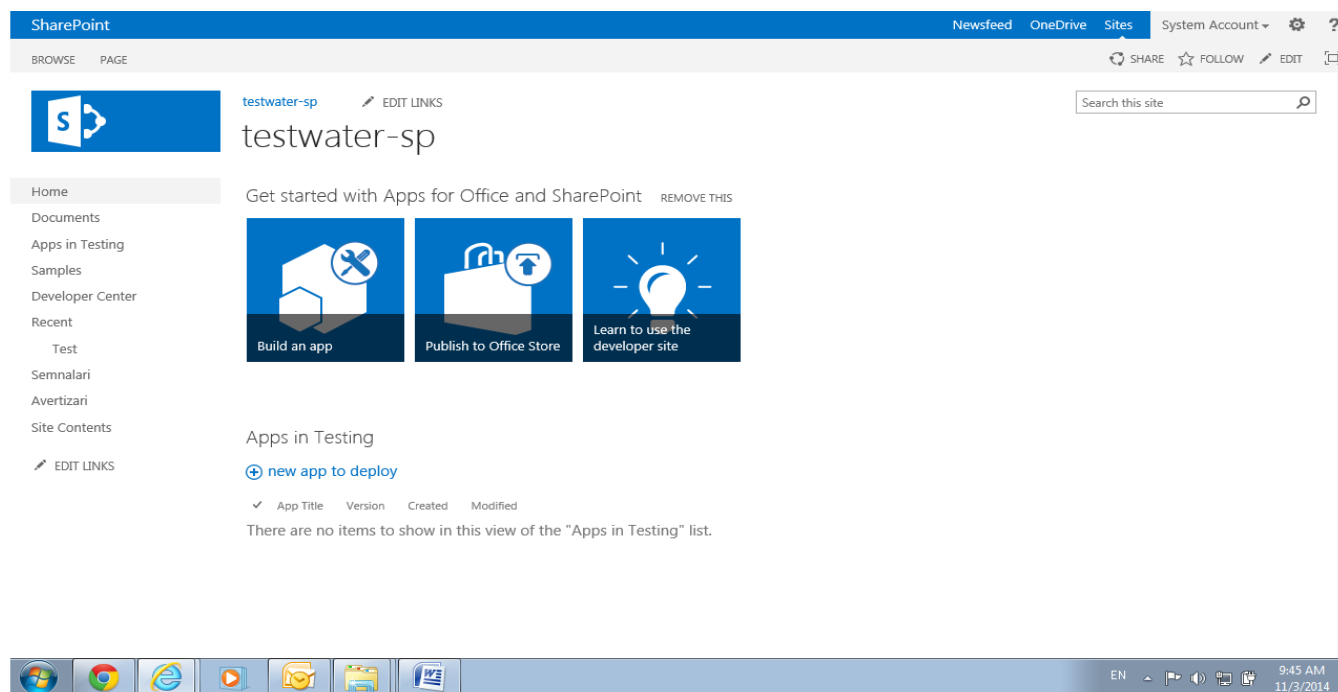


Figure 3.1.3. – 1 – Home page

Site administrator selects Site settings. System open window that allows to configure the rights of the users.



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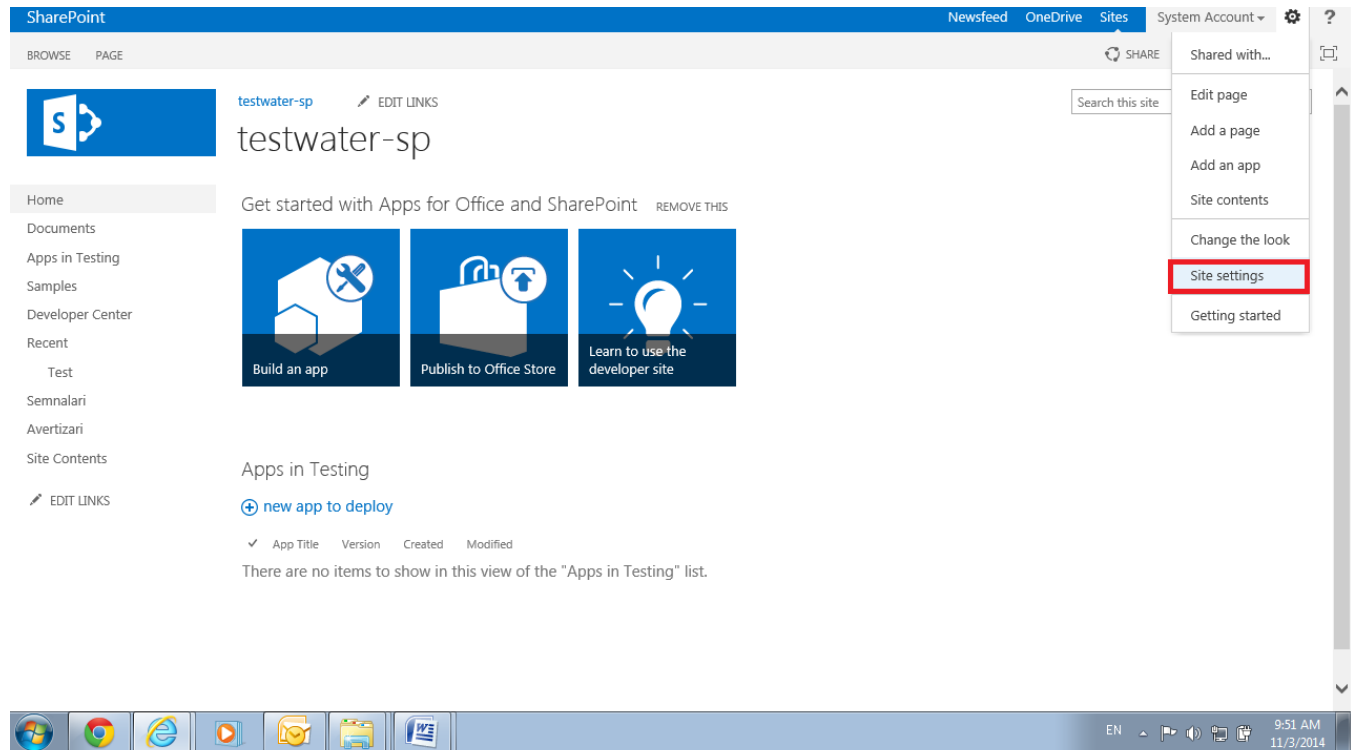


Figure 3.1.3. – 2 – Access command Site settings

Site administrator selects People and Groups – Actions – Remove Users from Group.

System open the window for remove users from group.

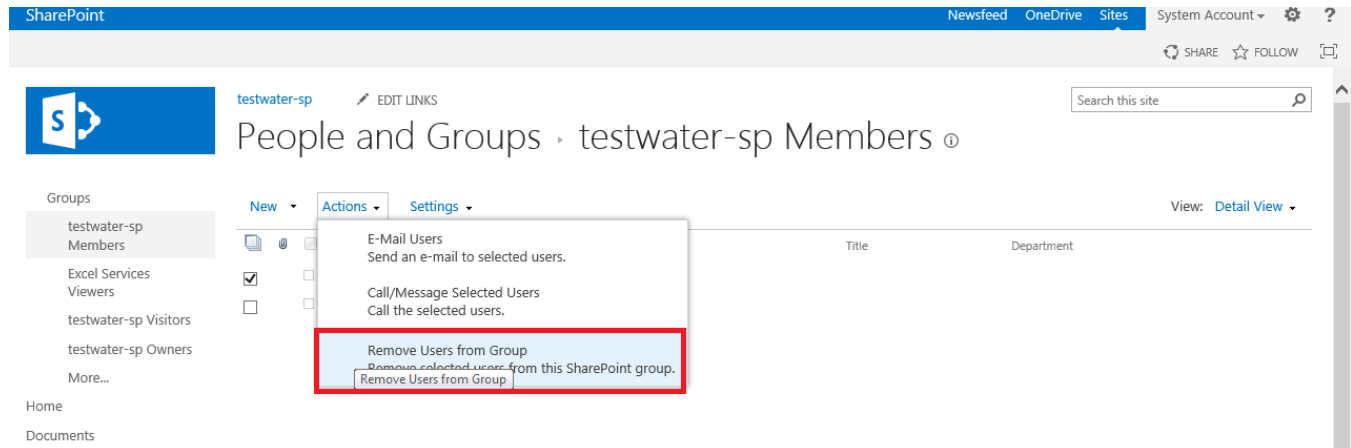


Figure 3.1.3. – 3 – Access command Remove Users from Group

Site administrator selects and removes the existing user from group and saves information. System removes the user from group.

3.2. LOG IN TO THE INTERNAL PORTAL

System checks the username and password received by email (credentials) to connect the internal portal.

User have rights to access the internal portal. He accessing internal portal by entering the URL in a web browser.

The system displays the data entry window connection.



Figure 3.2. – 1 – Login page

User enters the user credentials: username and password. The login is processed. User clicks Login.

The system allows the user to connect to the internal portal, as shown above.

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3.2.1. DISCONNECT (SIGN OUT) USER FROM INTERNAL PORTAL

User access internal portal by entering the URL in a web browser.

The system displays the data entry window connection. User enters the user credentials: username and password. The login is processed. The user logs in with his username and password.

The system allows access to internal portal site. To exit the internal portal, the user clicks on the arrow at the top right where is indicated his name and click Sign Out.

The system allows the user to disconnect from internal portal.

3.3. MANAGEMENT OF THE PORTAL SECTIONS

3.3.1. ADD ITEM WEB-PART IN WEB GUI PORTAL

Users adds elements web-part into web gui portal inside a web page.

Users have rights to edit, delete and move web part in internal portal sites. The user logs in with username and password.

The system allows access to the internal portal site. The user follows the procedure: Site Settings - Site content types - Web Part page.

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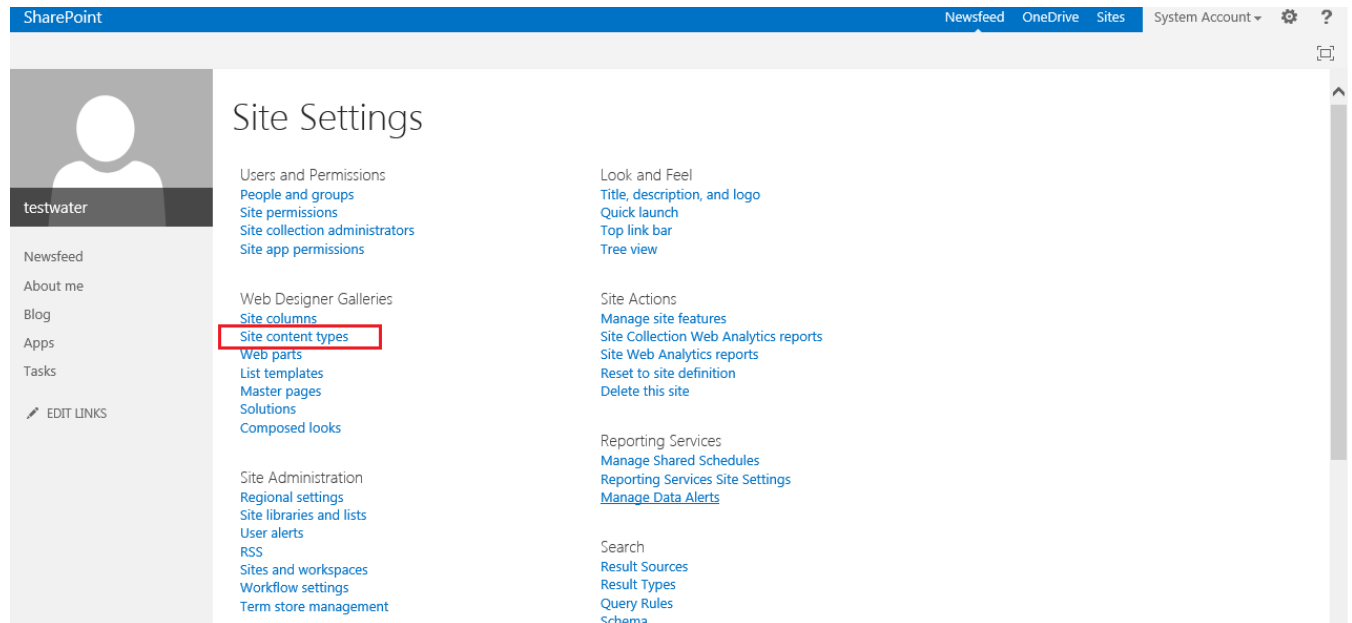


Figure 3.3.1. - 1 – Site Settings window

The system open configuration window of a web GUI part in the internal portal.

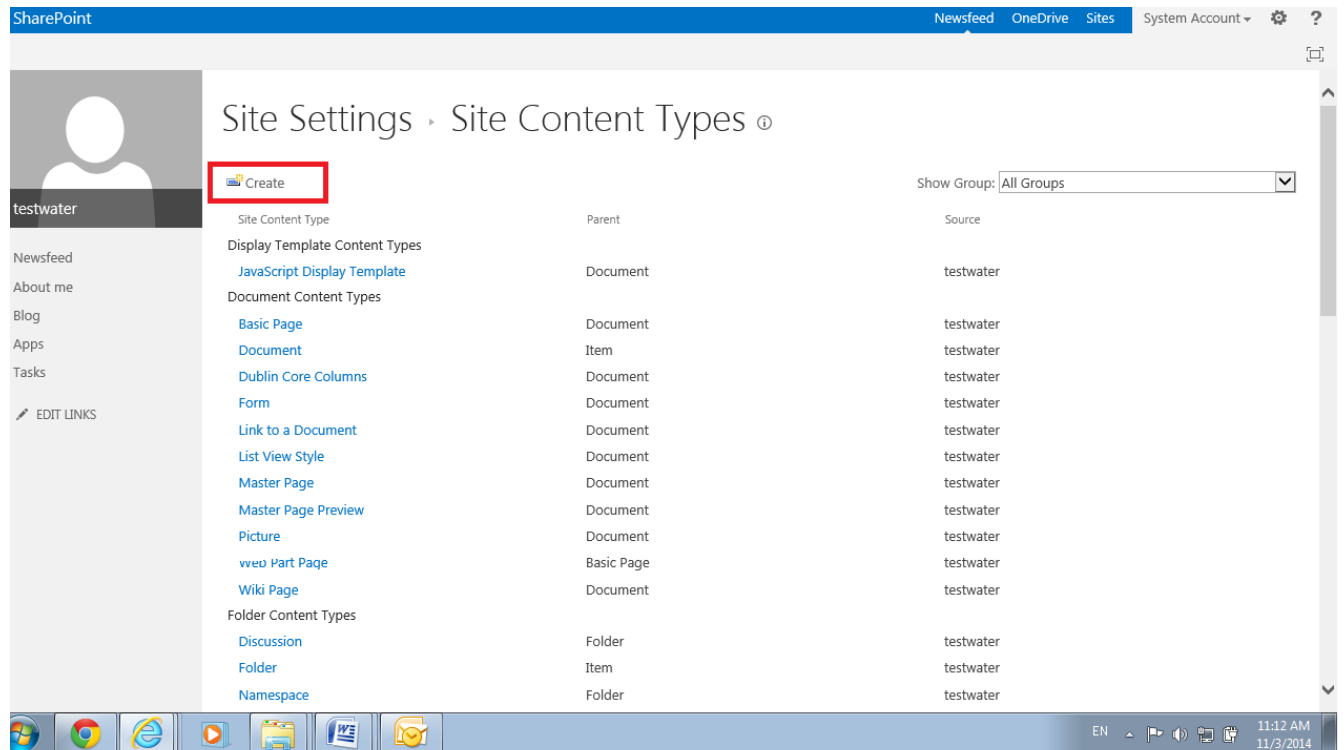


Figure 3.3.1. - 2 – Site Content Types window

User press **Create** button and completes data the web part's title, description and user groups that will have access to this information and save the information by pressing **OK** button.

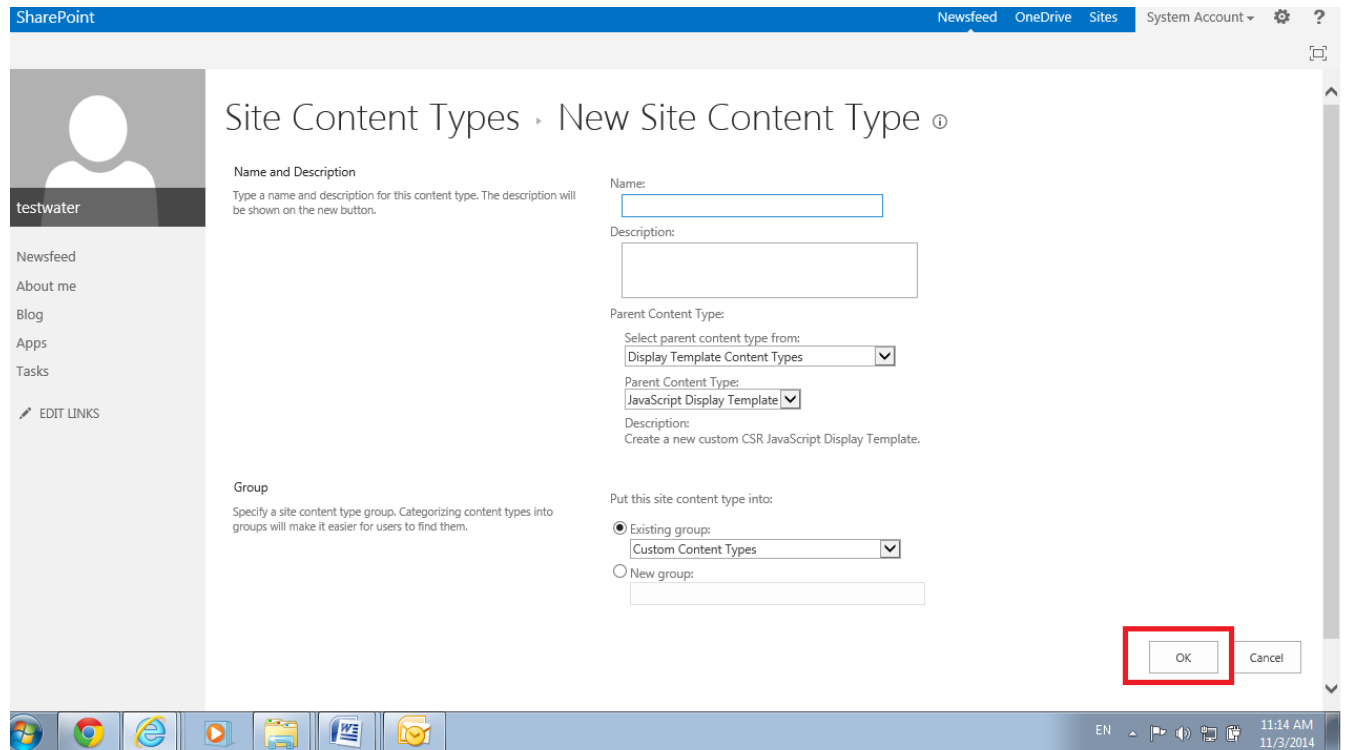


Figure 3.3.1. - 3 – Create new site content type

The system creates graphical interface web portal.

3.3.2. ADD DOCUMENTS SUBFOLDER

Users add a subdirectory of documents for organizing personal documents. Users have rights to access the portal.

User logs in with the username and password received for access to the internal portal.

The system allows access to internal portal site. The user adds a subfolder of documents clicking **Add an app**.

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The system opens the window that contains the types of sites app that can be added to the site today.

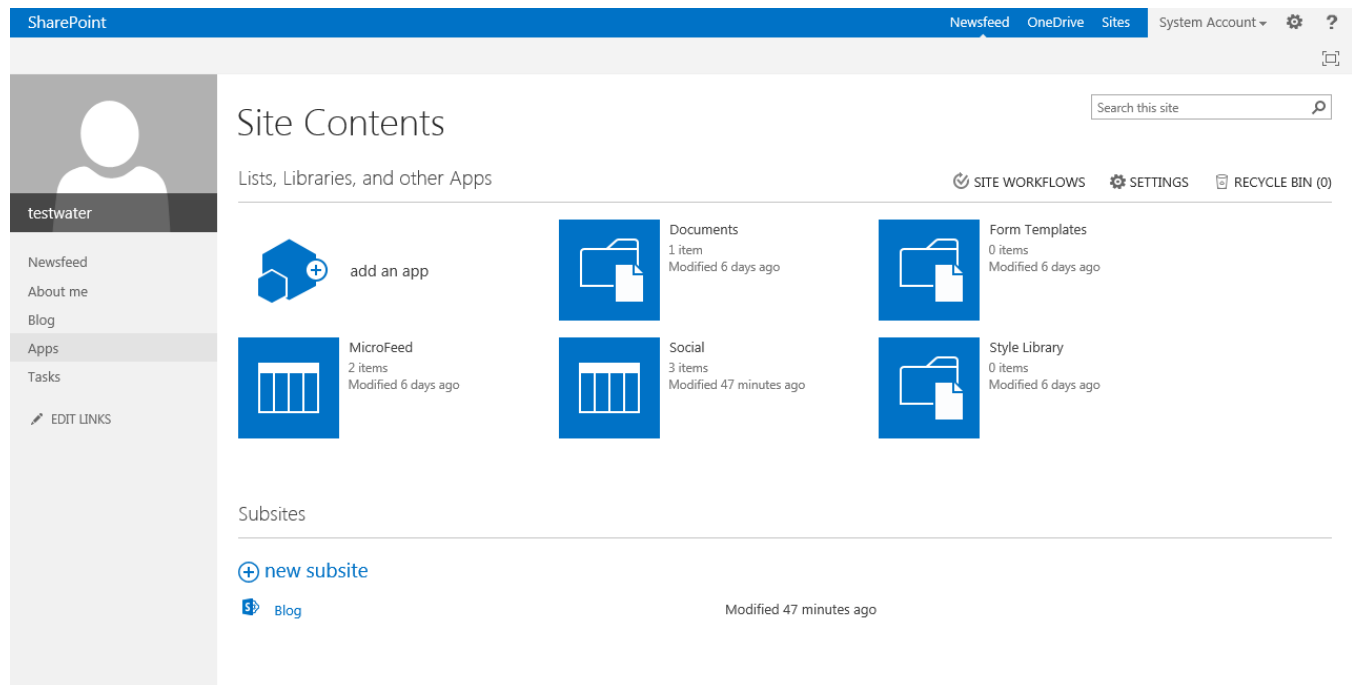


Figure 3.3.2. - 1 – Site Contents window

User choose app-ul Document Library and completes the folder title which will contain all the future documents and press Create button.

The system creates the new folder of documents.

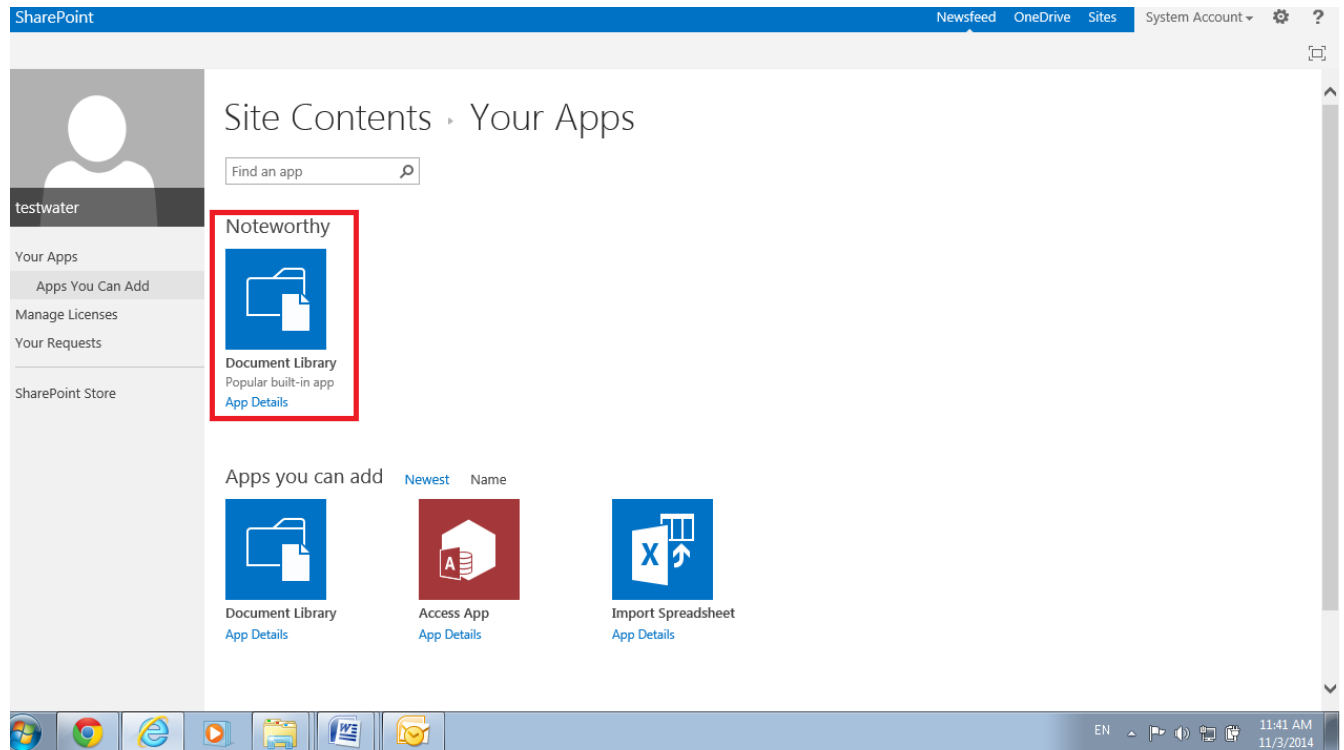


Figure 3.3.2. - 2 – Create documents subdirectory

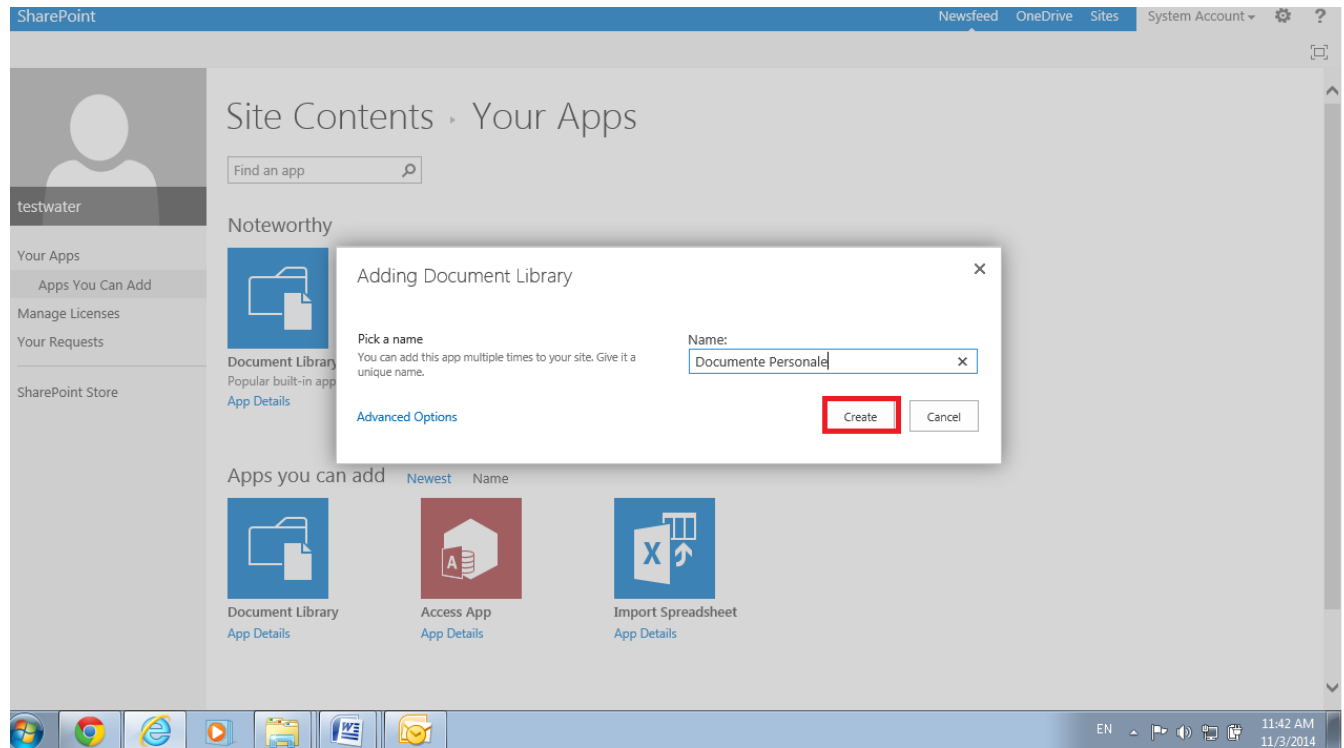


Figure 3.3.2. - 3 – Adding Document Library window

The user has successfully created a subfolder of documents in personal page of documents.

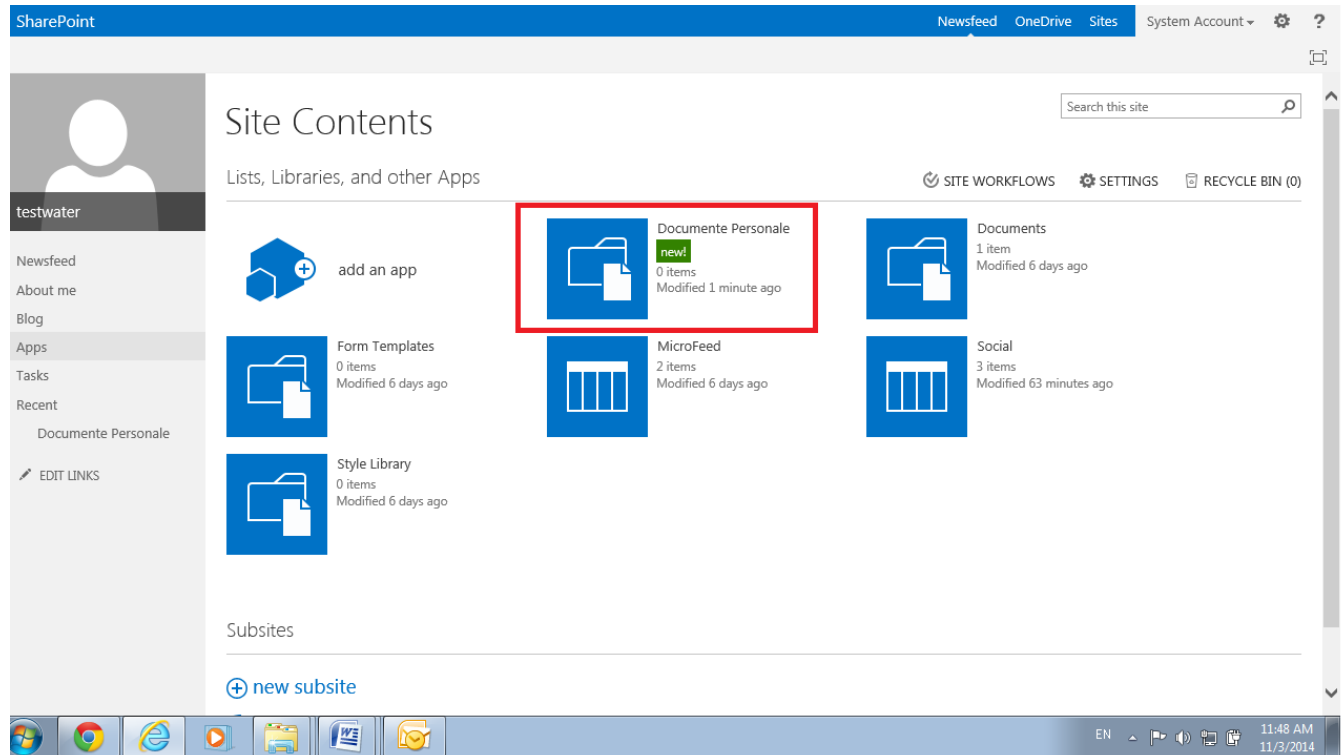


Figure 3.3.2. - 4 – New documents folder created

3.3.3. ADD NEW SUBSITE WITHIN PORTAL

User login with user name and password received as credentials for access to the internal portal. The system allows access to the internal portal site.

The user access Site Content and press **+ new subsite**.

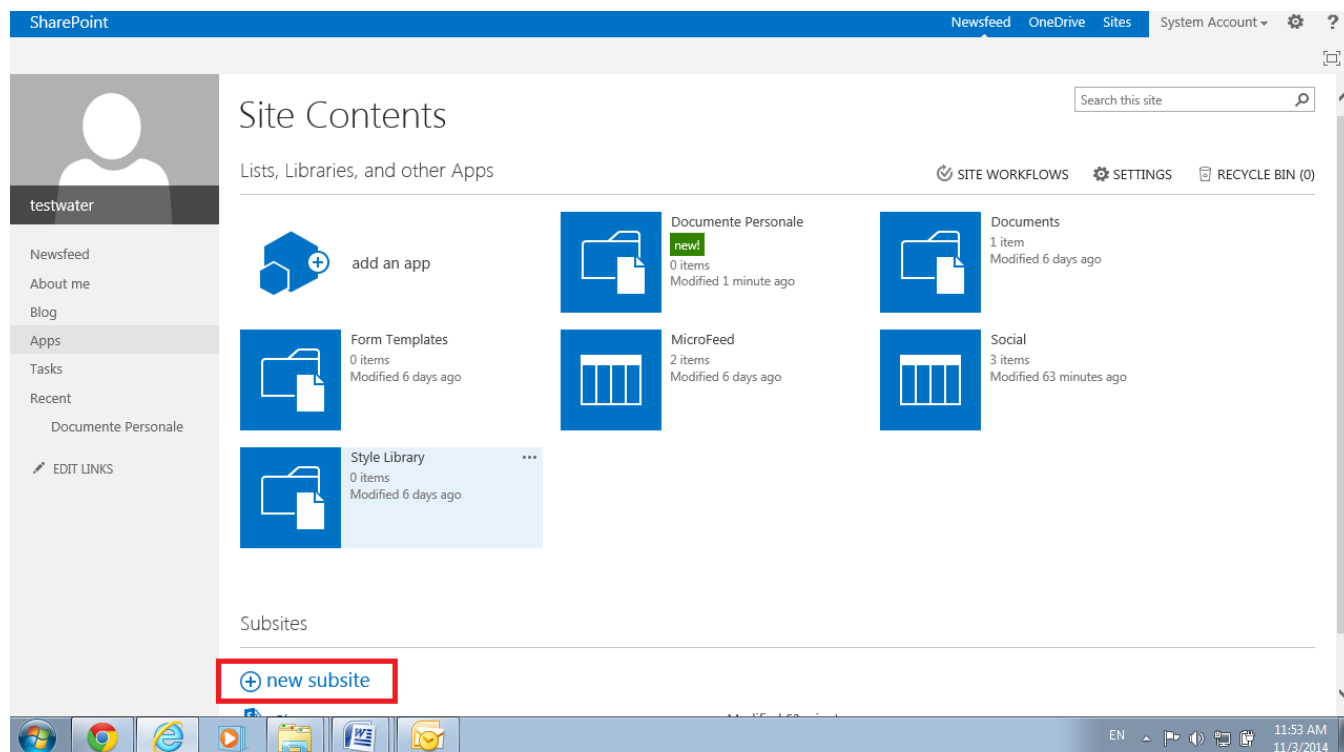
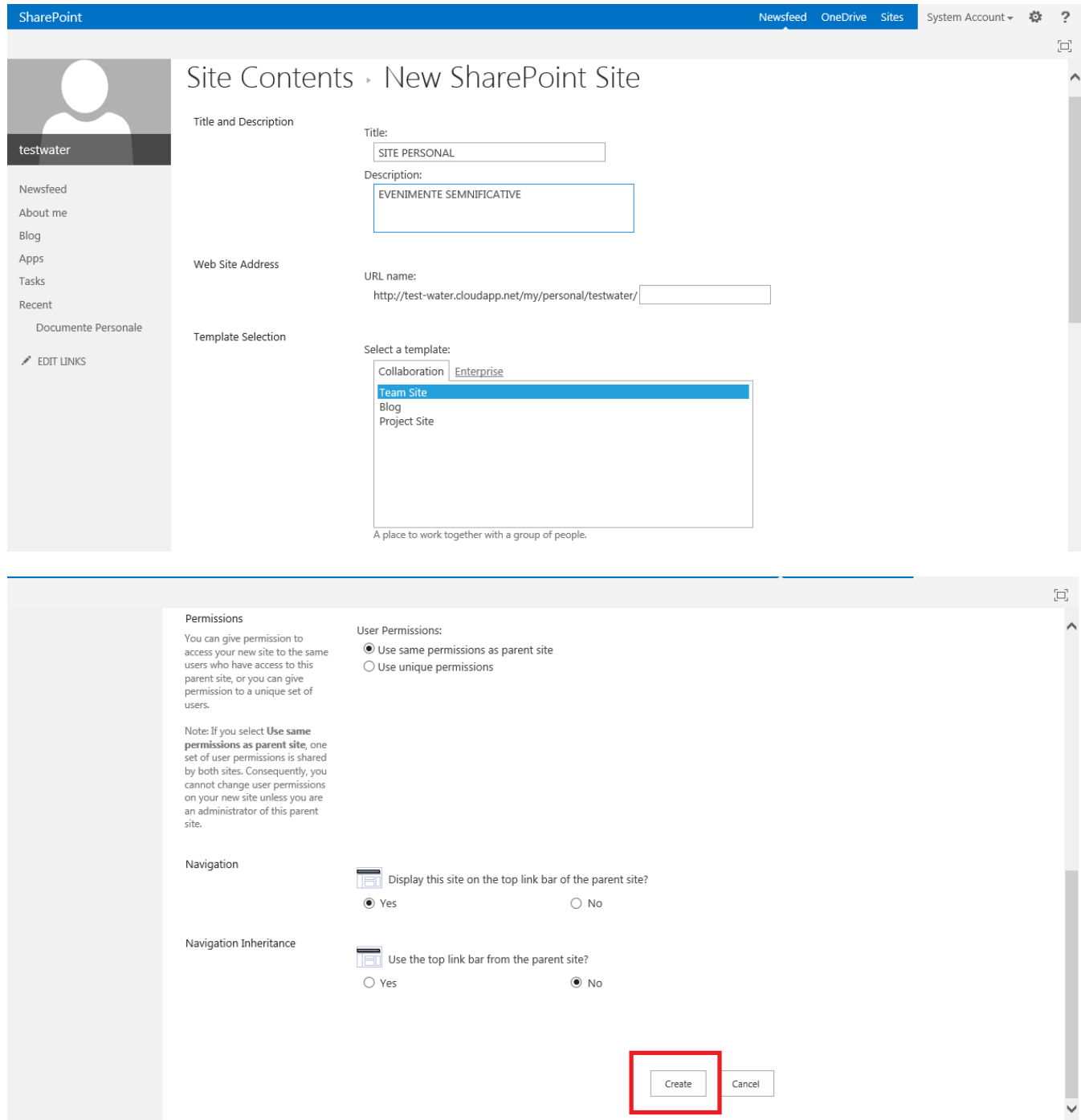


Figure 3.3.3. - 1 – Add new sub site

The system opens the window that contains fields website.

The user completes the sub site fields: title, description, URL name, international language, type of site, permissions templates and sub site created and click the **Create** button.

The system creates new sub site within the internal portal.



SharePoint Newsfeed OneDrive Sites System Account ?

testwater

Newsfeed
About me
Blog
Apps
Tasks
Recent
Documente Personale
EDIT LINKS

Site Contents › New SharePoint Site

Title and Description

Title:

Description:

Web Site Address

URL name:

Template Selection

Select a template:

Collaboration Enterprise

Team Site
Blog
Project Site

A place to work together with a group of people.

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

☒ Use same permissions as parent site
☐ Use unique permissions

Navigation

☒ Display this site on the top link bar of the parent site?
☐ No

Navigation Inheritance

☐ Use the top link bar from the parent site?
☒ No

Create **Cancel**

Figure 3.3.3. - 2 – New sub site data

3.3.4. REMOVE ITEM WEB-PART FROM GUI WEB OF THE PORTAL

Users remove a item web- part from gui web of the internal portal.

Users have rights to edit, delete and move web-parts from portal site. The user logs in with his username and password.

The system allows access to internal portal site. The user selects the folder previously created for documents from the website content and delete it, using the **REMOVE** command.

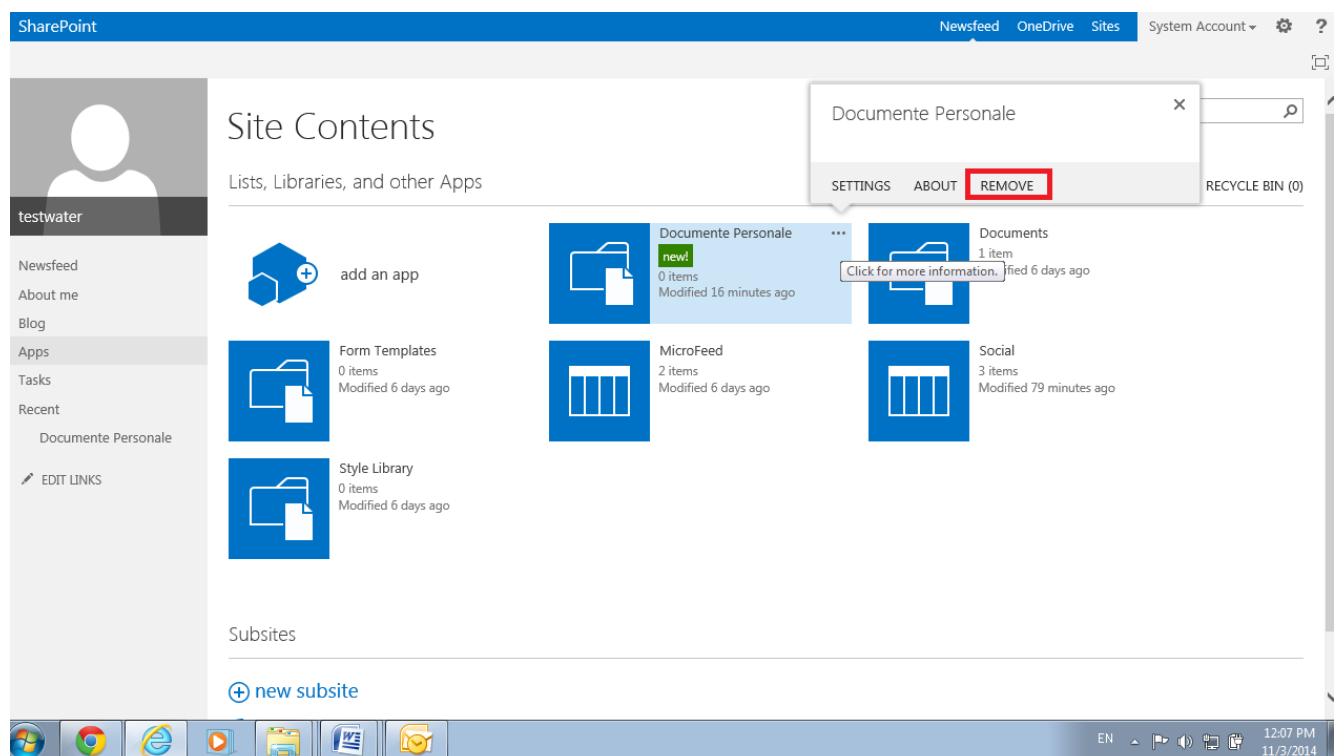


Figure 3.3.4. - 1 – Remove documents folder

The system displays a message query to delete the folder of documents from internal portal graphical interface, as shown below:

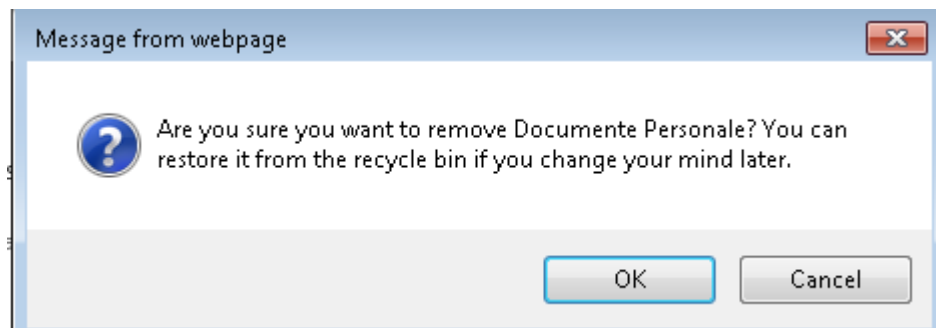


Figure 3.3.4. - 2 – Interrogation message from the system

The user confirms the deletion by pressing **OK** button.

The system deletes the folder of the portal, as can be seen in the image below:

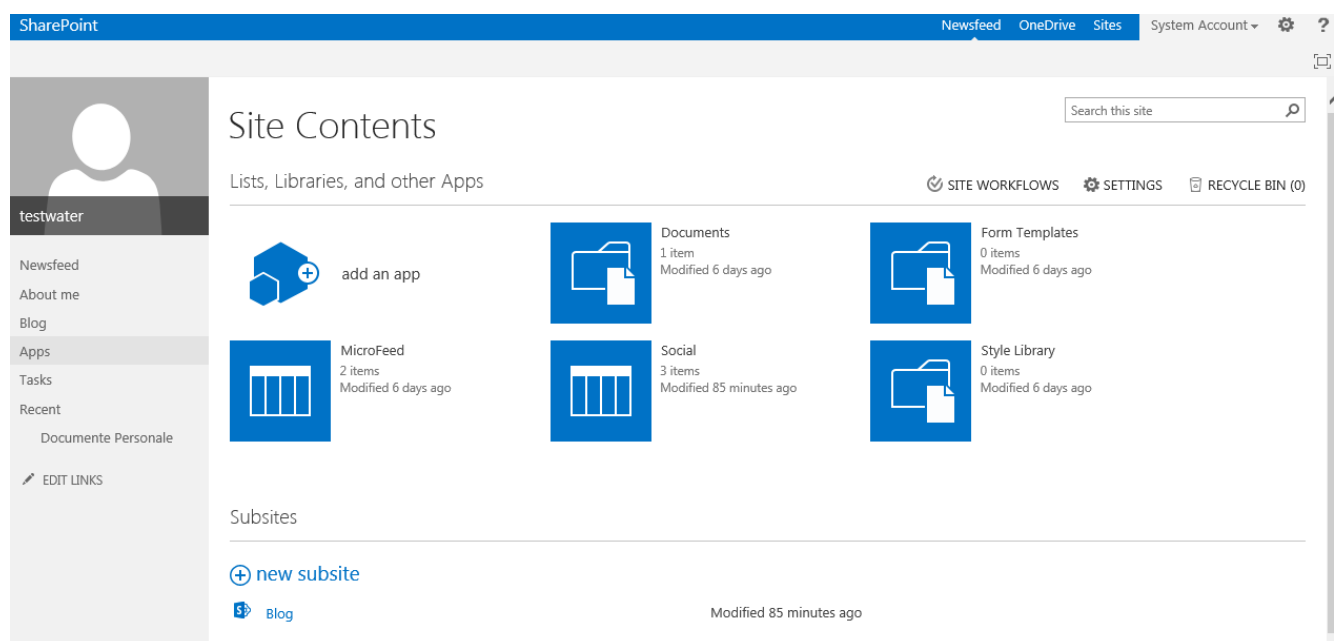


Figure 3.3.4. - 3 – Window with folder deleted

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3.4. DEFINE THE STRUCTURE OF ORGANIZATIONAL HIERARCHY

Users who have an administrator account on the internal portal. The user logs in with username and password.

The system allows access to the internal portal site.

The user uses the next link: <https://www.youtube.com/watch?v=Q4tG7UPcOiM> which can create the organizational structure of the institution.

The system creates hierarchical structure and is displayed on the internal portal.

3.5. APPROVAL WORKFLOW (INITIAL, INTERMEDIAT AND FINAL STATUS)

Define approval flow activity (based on templates). Users have an internal portal administrator account.

User accesses **LIST** command from the menu, order workflow settings and choose the command **Add a workflow**.

The system opens Add a workflow window.

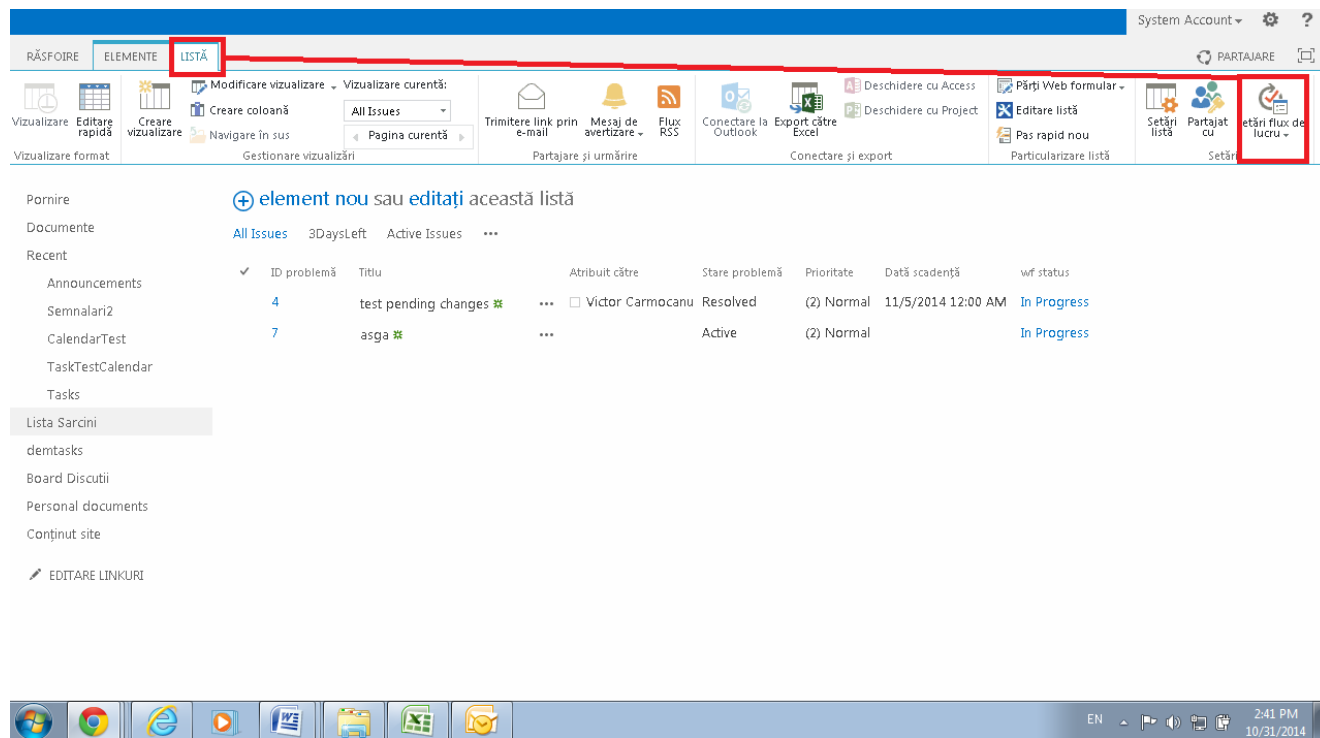


Figure 3.5. - 1 – Edit Workflow

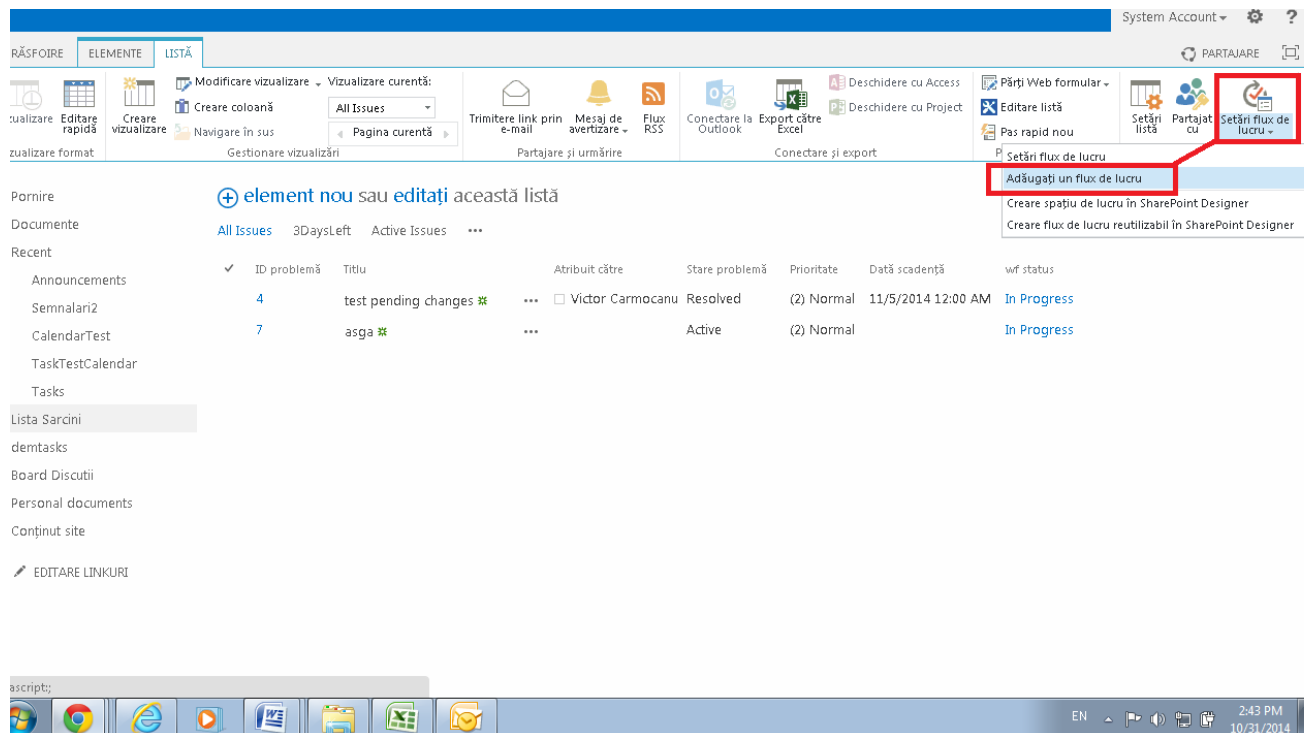


Figure 3.5. - 2 – Access Add a workflow command

The user completes the information for the new workflow and click the Next button.

The system saves data workflow.

System Account
?

PARTAJARE

Setări
Adăugați un flux de lucru

Pornire

Documente

Recent

Announcements

Semnalari2

CalendarTest

TaskTestCalendar

Tasks

Lista Sarcini

demtasks

Board Discutii

Personal documents

Conținut site

EDITARE LINKURI

Flux de lucru

Selectare flux de lucru de adăugat la această listă. Dacă un flux de lucru lipsește din listă, este posibil ca administratorul să trebuiască să-l publice sau să-l activeze

Nume

Introduceți un nume pentru acest flux de lucru. Numele identifică acest flux de lucru.

Task List

Selectați numele unei liste de activități de utilizat cu acest flux de lucru sau creați una nouă.

Listă istoric

Selectați numele listei istoric de utilizat cu acest flux de lucru sau creați una nouă.

Opțiuni pornire

Specificați cum să fie pornit acest flux de lucru.

Selectare șablon flux de lucru:

Three-state

Descriere:

Use this workflow to track items in a list.

Introduceți un nume unic pentru acest flux de lucru:

PROMOVARE

Selectare listă de activități:

Activități (nou)

Descriere:

Va fi creată o nouă listă de activități pentru acest flux de lucru.

Selectare listă istoric:

Istoric flux de lucru (nou)

Descriere:

Acest flux de lucru va utiliza o nouă listă istoric.

PARTAJARE

demtasks

Board Discutii

Personal documents

Conținut site

EDITARE LINKURI

Nume

Introduceți un nume pentru acest flux de lucru. Numele identifică acest flux de lucru.

Task List

Selectați numele unei liste de activități de utilizat cu acest flux de lucru sau creați una nouă.

Listă istoric

Selectați numele listei istoric de utilizat cu acest flux de lucru sau creați una nouă.

Opțiuni pornire

Specificați cum să fie pornit acest flux de lucru.

Introduceți un nume unic pentru acest flux de lucru:

PROMOVARE

Selectare listă de activități:

Activități (nou)

Descriere:

Va fi creată o nouă listă de activități pentru acest flux de lucru.

Selectare listă istoric:

Istoric flux de lucru (nou)

Descriere:

Acest flux de lucru va utiliza o nouă listă istoric.

☒ Se permite ca acest flux de lucru să fie pornit manual de un utilizator autentificat cu permisiuni Editare element.

☐ Sunt necesare permisiuni de gestionare pentru listă pentru a începe fluxul de lucru.

☐ Porniți acest flux de lucru pentru a aproba publicarea unei versiuni majore a unui element.

☐ Crearea unui nou element va porni acest flux de lucru.

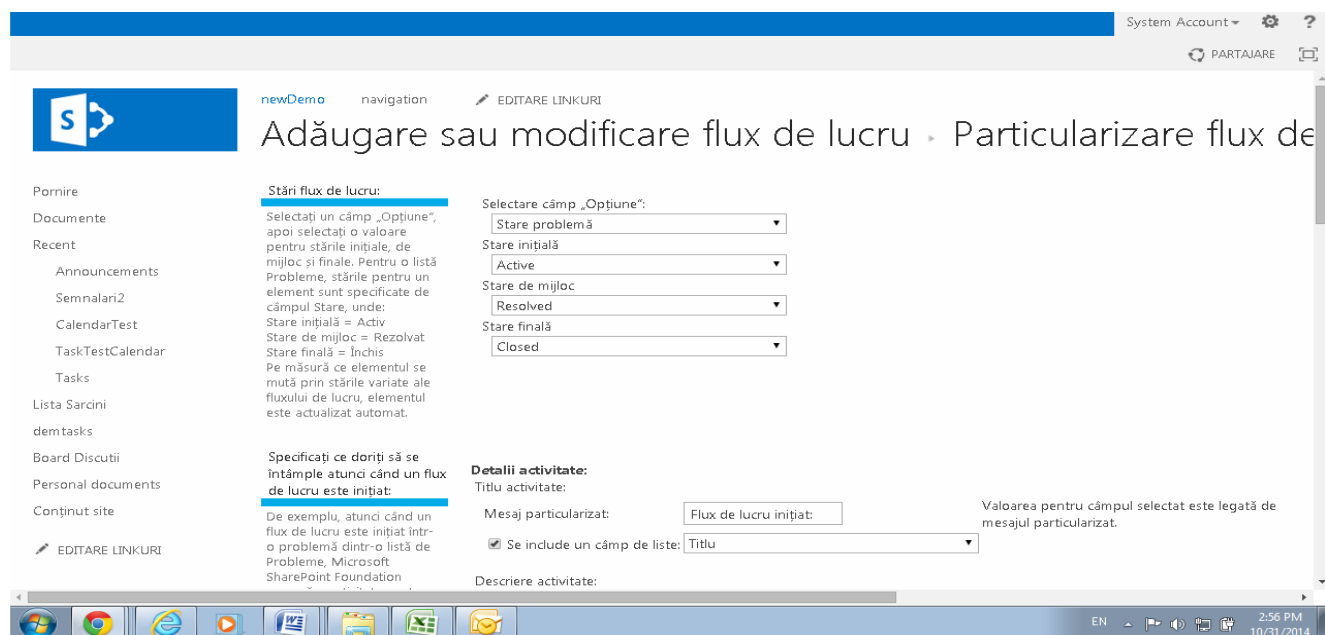
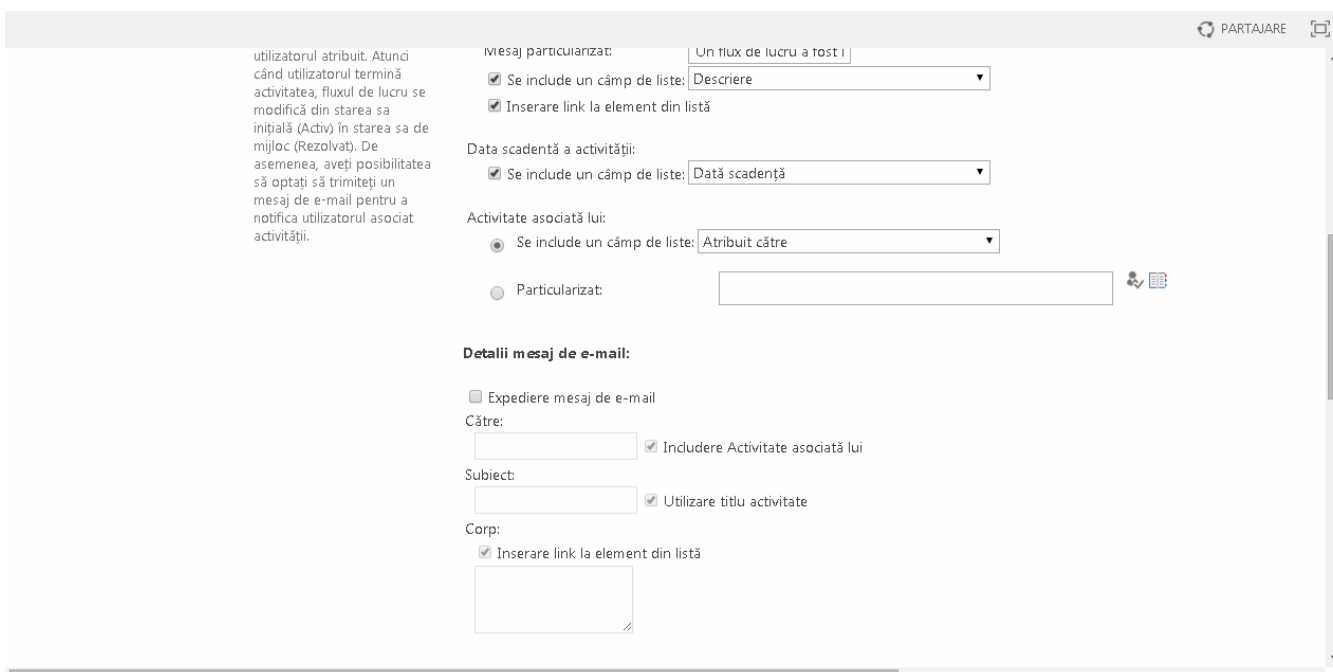
☐ Modificarea unui element va porni acest flux de lucru.

Următorul

Anulare

Figure 3.5. - 3 – Complete workflow data

The system opens Customized workflows window in 3 phases (Active, Resolved and Closed), described in the images below:

PARTAJARE

Specificați ce doriți să se întâmple atunci când un flux de lucru se modifică la starea sa de mijloc:

De exemplu, atunci când o problemă dintr-o listă Probleme se modifică la starea Rezolvat, aceasta creează o activitate pentru utilizatorul atribuit. Atunci când utilizatorul termină activitatea, fluxul de lucru se modifică de la starea de mijloc (Rezolvat) la starea sa finală (Închis). De asemenea, aveți posibilitatea să optați să trimiteți un mesaj de e-mail pentru a notifica utilizatorul asociat activității.

Detalii activitate:
Titlu activitate:
Mesaj particularizat:

Valoarea pentru câmpul selectat este legată de mesajul particularizat.

☒ Se include un câmp de liste:

Descriere activitate:
Mesaj particularizat:
☒ Se include un câmp de liste:
☒ Inserare link la element din listă

Data scadentă a activității:
☒ Se include un câmp de liste:

Activitate asociată lui:
☒ Se include un câmp de liste:
☐ Particularizat:

Detalii mesaj de e-mail:
☒ Expediere mesaj de e-mail
Către:
☒ Includere Activitate asociată lui

sa trimiteți un mesaj de e-mail pentru a notifica utilizatorul asociat activității.

Activitate asociată lui:
☒ Se include un câmp de liste:
☐ Particularizat:

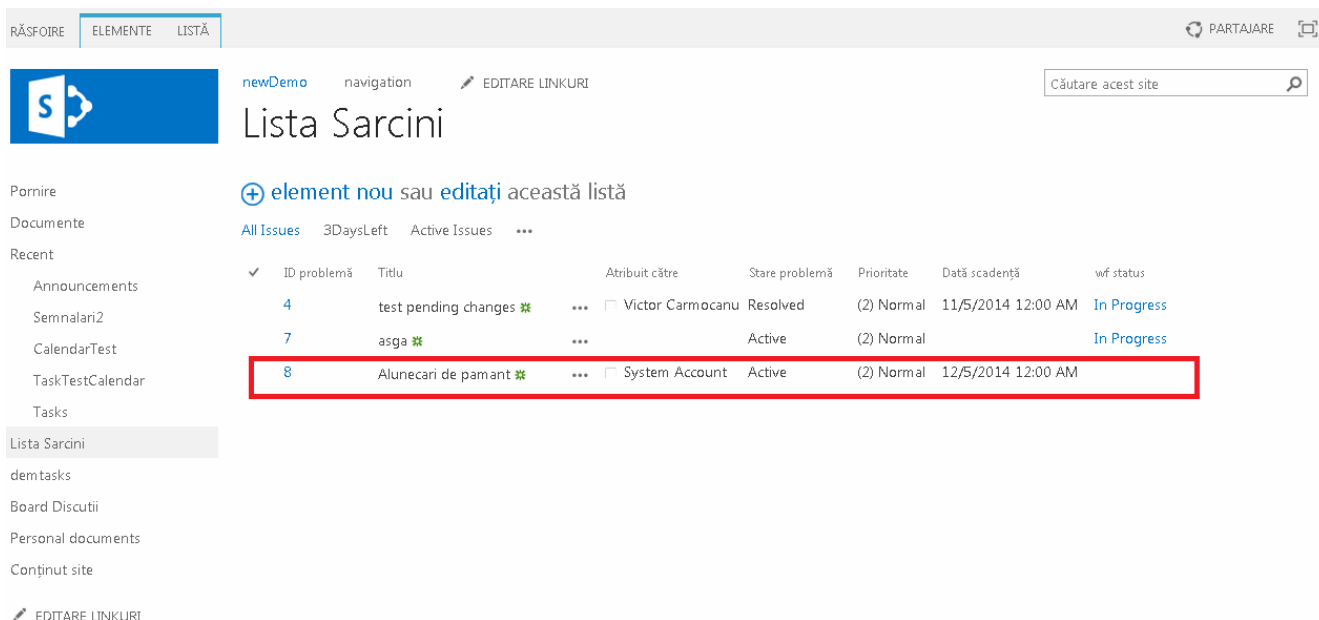
Detalii mesaj de e-mail:
☒ Expediere mesaj de e-mail
Către:
☒ Includere Activitate asociată lui
Subiect:
☒ Utilizare titlu activitate
Corp: ☒ Inserare link la element din listă

OK

Anulare

Figure 3.5. – 4 – Customized workflow window

The user completes specific workflow data, additional mention can receive notification emails to users on the state of the task and click on OK button. The list of tasks created in the new workflow "Landslide", as shown in the image below:



| ID problemă | Titlu | Atribuit către | Stare problemă | Prioritate | Dată scadență | wf status |
|-------------|----------------------|------------------|----------------|------------|--------------------|-------------|
| 4 | test pending changes | Victor Carmocanu | Resolved | (2) Normal | 11/5/2014 12:00 AM | In Progress |
| 7 | asga | | Active | (2) Normal | | In Progress |
| 8 | Alunecari de pamant | System Account | Active | (2) Normal | 12/5/2014 12:00 AM | |

Figure 3.5. - 5– Workflow created

The user selects the task (workflow), go to the menu list and click **Edit Item**.

The system opens the template to complete with workflow data.

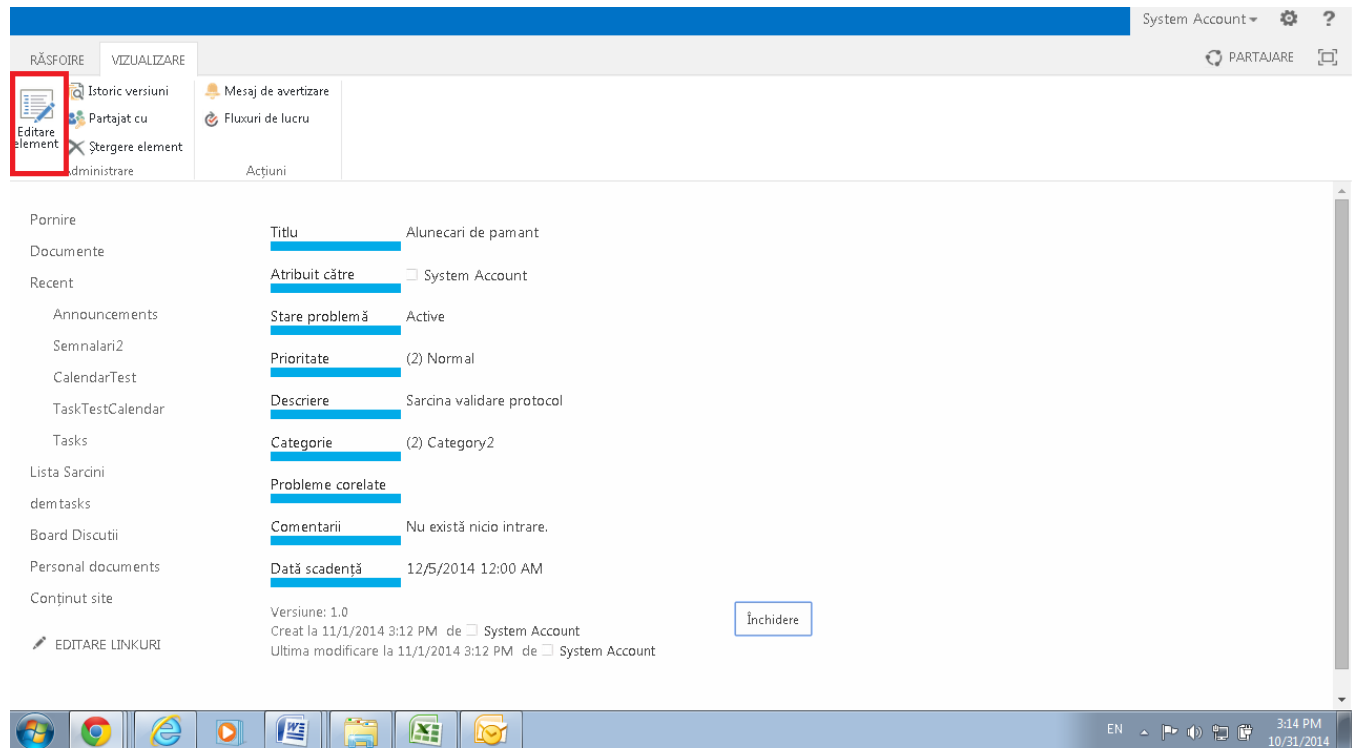


Figure 3.5. - 6 Edit item window

The user completes: title workflow, workflow assigned to a user, set its priority (normal, medium and high) and a due date. The user who was assigned to the task, connects to the link, select the task, click on the **Edit Item** bring proper task completions and change task status in **Resolved**.

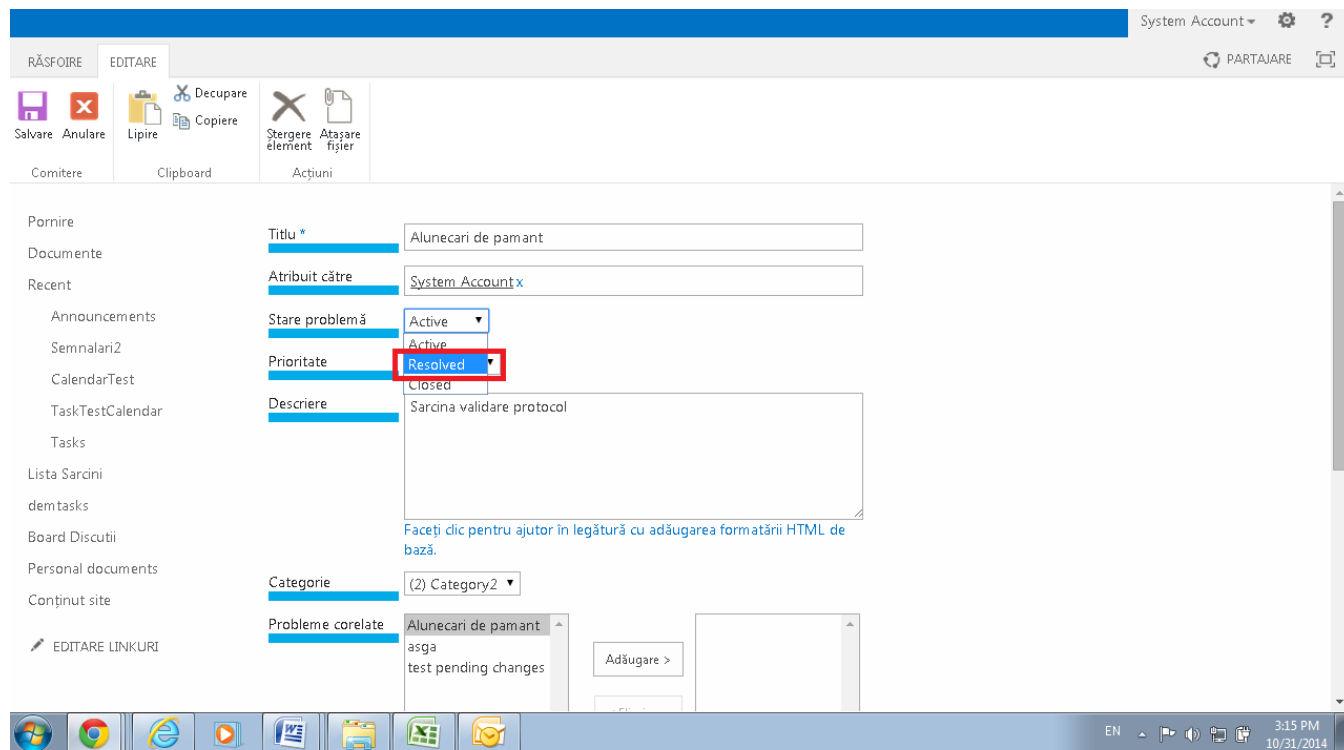


Figure 3.5. - 7 – Complete workflow and change workflow status

The user change the priority flow in “**High**” and saves the data.

The system records the data, and task lists workflow status change “**In Progress**”.

RĂSFORIRE ELEMENTE LISTĂ

PARTAJARE

newDemo navigation EDITARE LINKURI

Căutare acest site

Lista Sarcini

+ element nou sau editați această listă

All Issues 3DaysLeft Active Issues ...

| | ID problemă | Titlu | Atribuit către | Stare problemă | Prioritate | Data scadență | wf status |
|---|-------------|----------------------|---|----------------|------------|--------------------|-------------|
| ✓ | 4 | test pending changes | ... <input type="checkbox"/> Victor Carmocanu | Resolved | (2) Normal | 11/5/2014 12:00 AM | In Progress |
| | 7 | asga | ... <input type="checkbox"/> | Active | (2) Normal | | In Progress |
| | 8 | Alunecari de pamant | ... <input type="checkbox"/> System Account | Resolved | (1) High | 12/5/2014 12:00 AM | In Progress |

Pornire
Documente
Recent

- Announcements
- Semnalari2
- CalendarTest
- TaskTestCalendar
- Tasks
- Lista Sarcini
- demtasks
- Board Discutii
- Personal documents
- Conținut site

EDITARE LINKURI

Figure 3.5. - 8 – Workflow status “In progress”

The next user that is assigned to the task, connects to the link, go to the task from the list and click **Edit Item**, complete additional data to the task closure and change in right field "status problem" in **CLOSED** status and save it.

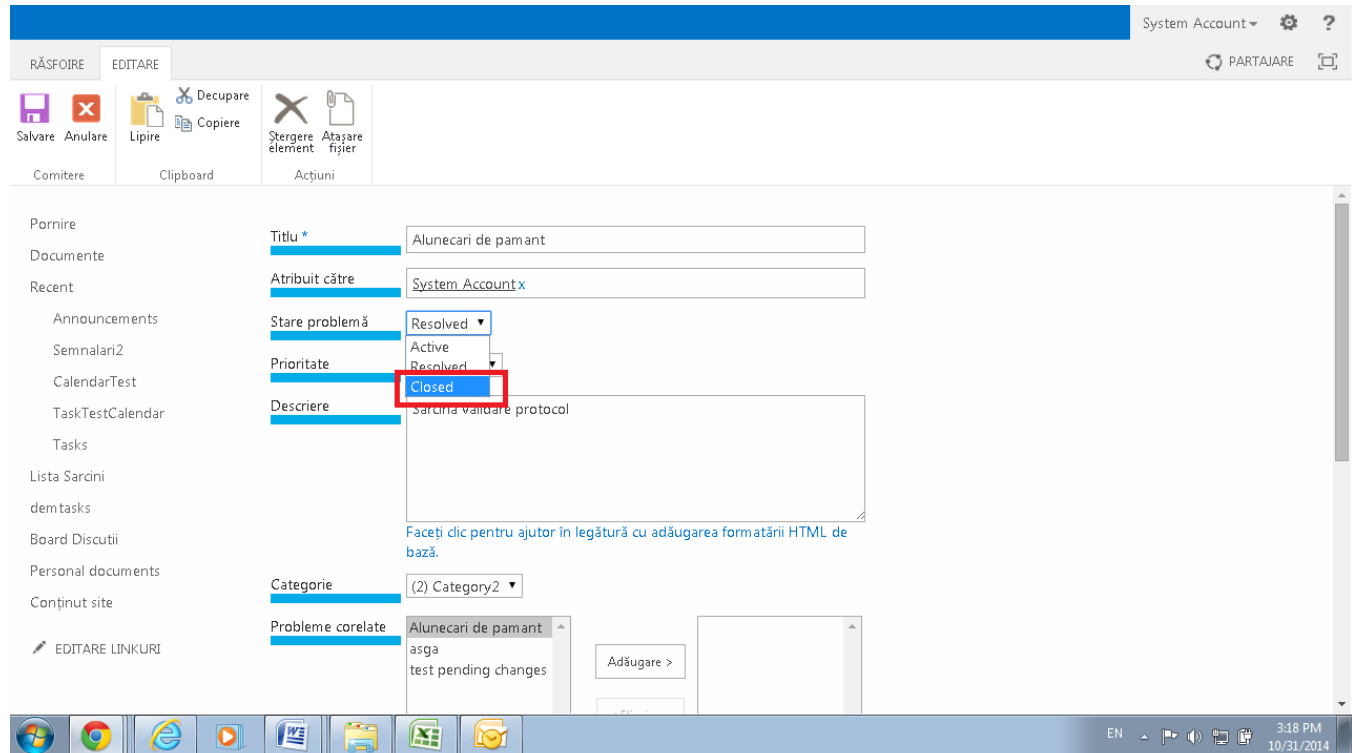



Figure 3.5. - 9 – Workflow status changed in “Closed”

The system records the data and displays the Tasks List window, with the changed status **Completed** for the mentioned task.

RĂSFOIRE
ELEMENTE
LISTĂ

System Account
PARTAJARE



newDemo
navigation
EDITARE LINKURI

Căutare acest site

Lista Sarcini

+ element nou sau editați această listă

All Issues
3DaysLeft
Active Issues
...

| | ID problemă | Titlu | Atribuit către | Stare problemă | Prioritate | Data scadență | wf status |
|---|-------------|----------------------|---|----------------|------------|--------------------|-------------|
| ✓ | 4 | test pending changes | ... <input type="checkbox"/> Victor Carmocanu | Resolved | (2) Normal | 11/5/2014 12:00 AM | In Progress |
| | 7 | asga | ... <input type="checkbox"/> Victor Carmocanu | Active | (2) Normal | | In Progress |
| | 8 | Alunecari de pamant | ... <input type="checkbox"/> System Account | Closed | (1) High | 12/5/2014 12:00 AM | Completed |

Recent

Announcements

Semnalari2

CalendarTest

TaskTestCalendar

Tasks

Lista Sarcini


dem tasks

Board Discutii

Personal documents

Conținut site

EDITARE LINKURI



EN
3:20 PM
10/31/2014

Figure 3.5. - 10 – Workflow status “Completed”

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3.6. ALERTS FROM PEOPLE

External portal allows recording signaling by various methods (communication media) of the population and undertakings to register situations impacting objectives of the project (e.g. reporting unauthorized dumps on the Danube, pollution situations, flood situations).

Initial alert status is "under analysis." Changing status will be made through the internal portal to these alerts are sent. Authorized person (or group of persons authorized) can change this status to **"Confirmed"** or **"Disproven"**.

Public users (citizens or companies) accesses internal link portal and login with username and password received from the system administrator.



Figure 3.6. - 1 – Home page

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The user selects Alerts from people section. The system displays the selected section.

The user access Alerts from people section, go in the right field "textAdd-Alert" to enter the + sign an environmental incident.

The system opens the window for completing the environmental incident data.

The user completes the details of the environmental incident (description, attach images) and save data entered by pressing **"Submit text"**.

The system records the data and they are automatically sent to the internal portal where to be validated by the system administrator and then published on the portal.

3.7. INSTALLATION SHAREPOINT FOUNDATION 2013

To install, typically, the application SharePoint Foundation 2013 must configure up to three cars to be the main component of each application. Each computer must exist, namely:

1. Computer server with the domain controller role - minimum recommended configuration and 1.3 GHZ 1GB Ram.
2. Computer server role MSSQL database server 2012 - recommended configuration I7 processor - 16 GB RAM.
3. Computer server with SharePoint application server role in 2013 - recommended configuration I7 processor - 32 GB RAM.

These computers do not have to be necessarily separate, but can reside on the same machine with multiple roles.

Adding server roles and features to make using the screen below:

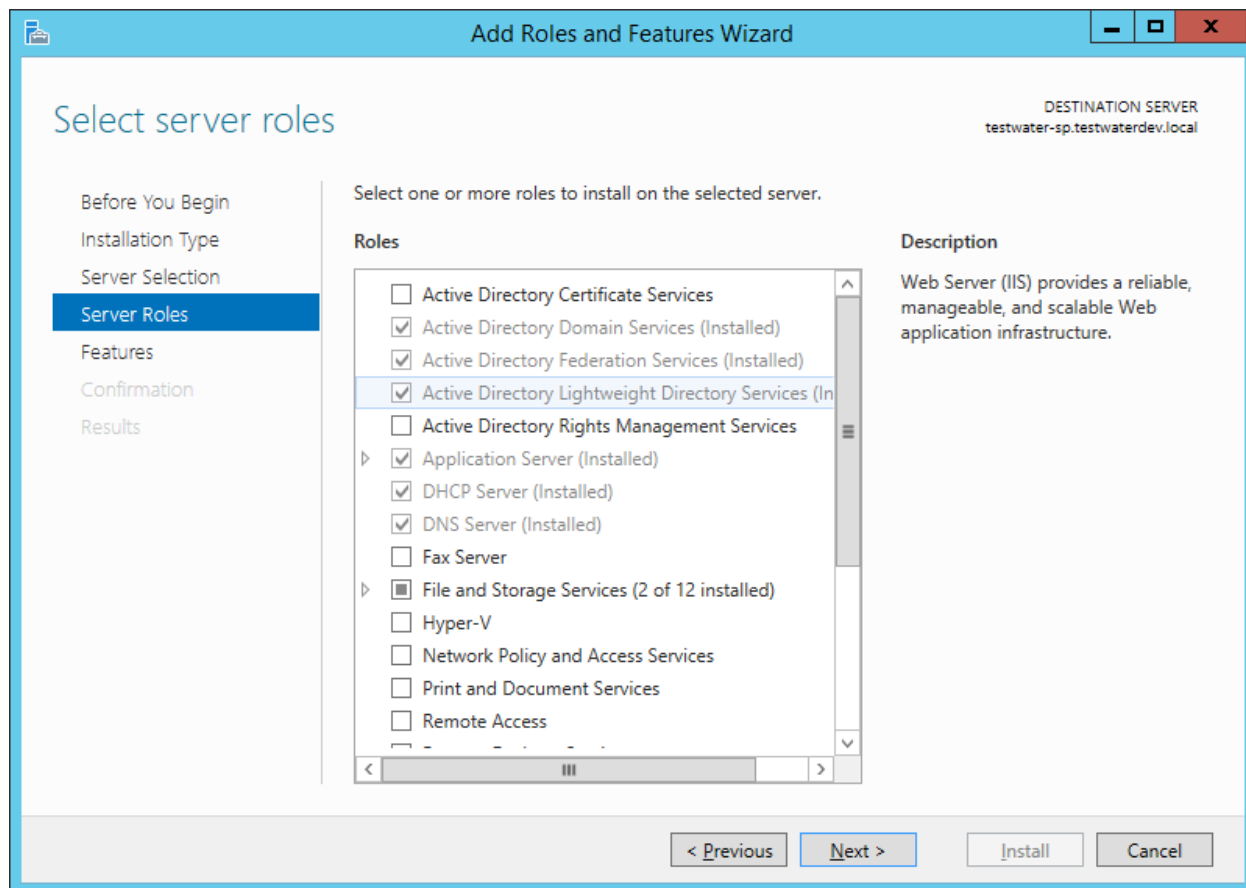


Figure 3.7. - 1 – Add Roles and Features Wizard window

To install SharePoint Foundation should first create a domain. The field is created by adding a role in Windows Server 2012. You can also use an existing domain. The two machines that act as database server and application server must also become members of the domain. The server will become a domain controller must be installed on a fixed IP server to be effectively promoted the role (domain controller). If there is already a defined area network which will install the server where SharePoint resides is not necessary to configure a new domain. It can successfully use an existing one, following the steps below.

The computer where the application resides SharePoint Foundation 2013 must fulfill the role of Web Server. For this is choose the Wizard facilities on IIS Windows components - web server running SharePoint.

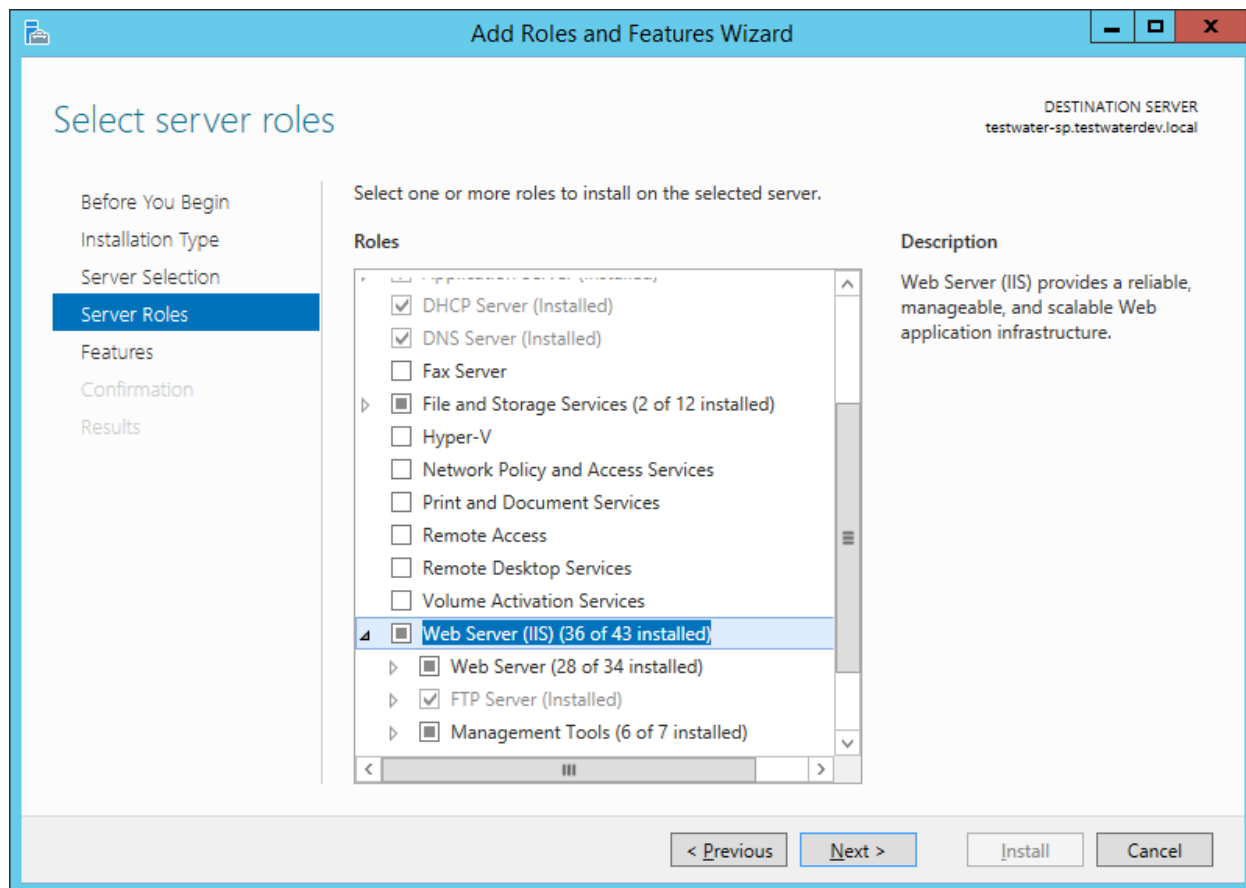


Figure 3.7. - 2 – Add Roles and Features Wizard window

After this step will be executed by Windows a series of automatic processes for loading the application. On the computer where you want to install SharePoint is required to download the installation kit. It is available at:

<http://www.microsoft.com/en-us/download/details.aspx?id=35488>

This will open a window, like the one below, from which it will select to start installing the components necessary for running the SharePoint application.

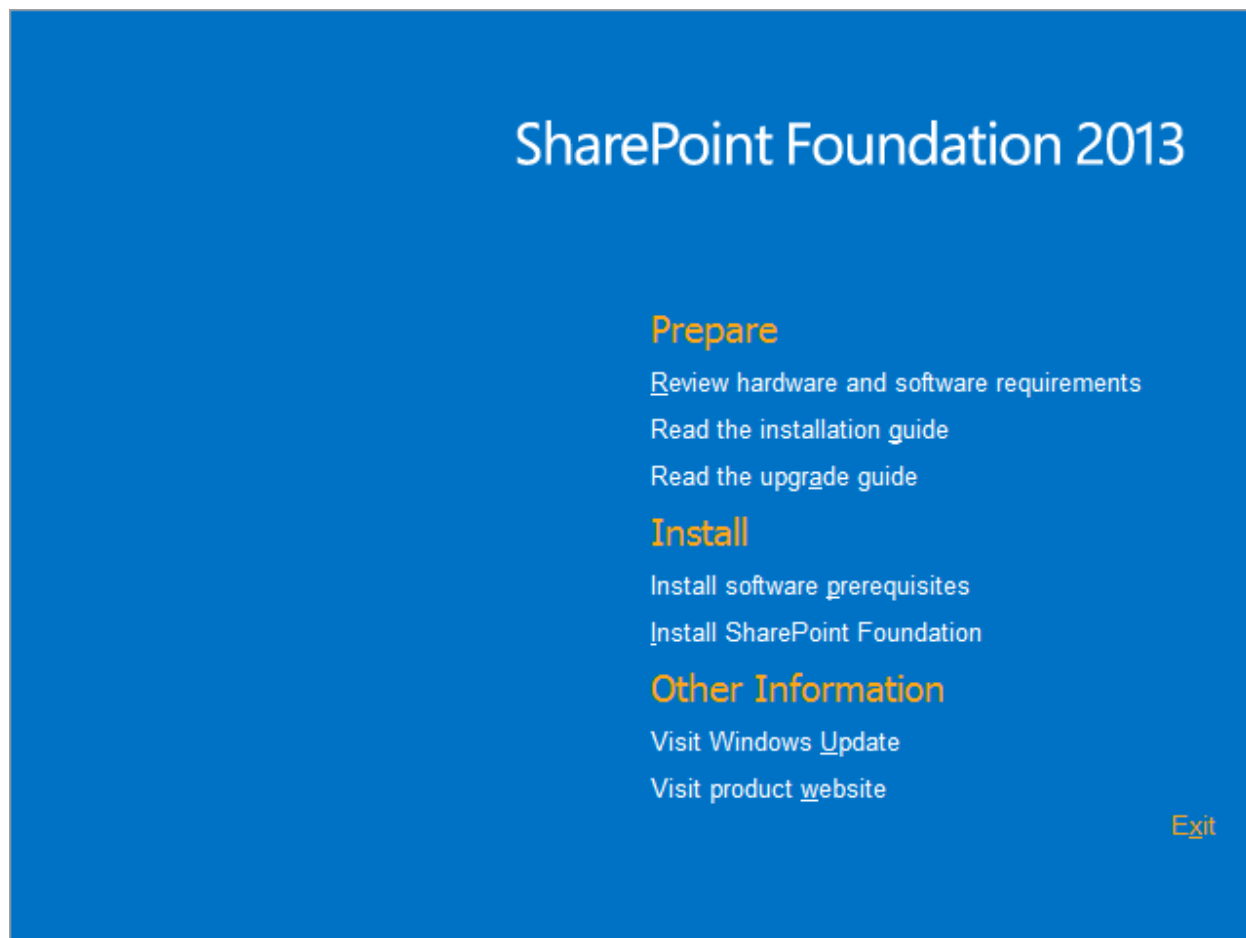


Figure 3.7. - 3 – SharePoint Foundation 2013 window

Choose the Install Software Prerequisites in the first phase.

The application will run and install those elements necessary and sufficient to start installing SharePoint. Installation of field is necessary since SharePoint was designed as an intranet application. In this type of application is required which will ensure the existence domain authentication and security to access personalized content. Moreover, the application allows manage their domain through judicious. It is possible that after running the option for software prerequisites cannot start the installation successfully. It will follow the displayed options in order to succeed in starting a successful installation.

To install on a Windows 2012 R2 have made the following workaround. The file C: \ Windows \ System32 \ ServerManager.exe be duplicated in the path C: \ Windows \ System32 \

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ServerManagerCmd.exe

Without these steps can not start installation on Windows 2012 R2.

After successful installation of the prerequisites we can start the actual installation of the application. To install the application will ask user name and domain that will let a connection to SQL Server. For the database server is required to install SQL Server 2012. Prior to SQL Server is installed that server need to become part of the domain in which they reside SharePoint components required. It will generate a domain user with SharePoint application will connect to the database server. SQL Server can be downloaded at:

<http://www.microsoft.com/en-us/server-cloud/products/sql-server/try.aspx>

After installation made should be chosen domain user SQL SharePoint, to get SQL rights. When installing SQL Server is recommended to be added to the Enterprise Manager component required for manage automatically the database. SQL Server is the component that must have enough space in the life of the application. As you add documents or execute actions in SharePoint used space will become increasingly more. SQL Server for administration to the safety it is advisable not to have based authentication and password available only Windows authentication. SQL server must have access through the firewall configuration with SharePoint server. For a standard installation port is working SQL Server 1433.

After finish installing SharePoint user is asked which port administration wants to install SharePoint.

SharePoint Administration is available as a Web application and allows many configurations essential in working with the application. Once the application is installed SharePoint Foundation will be required choosing an alias for the current server (if it does not exist). SharePoint Foundation Windows menu creates a "shortcut" menu that allows access to administration. The image that the user sees is available below:

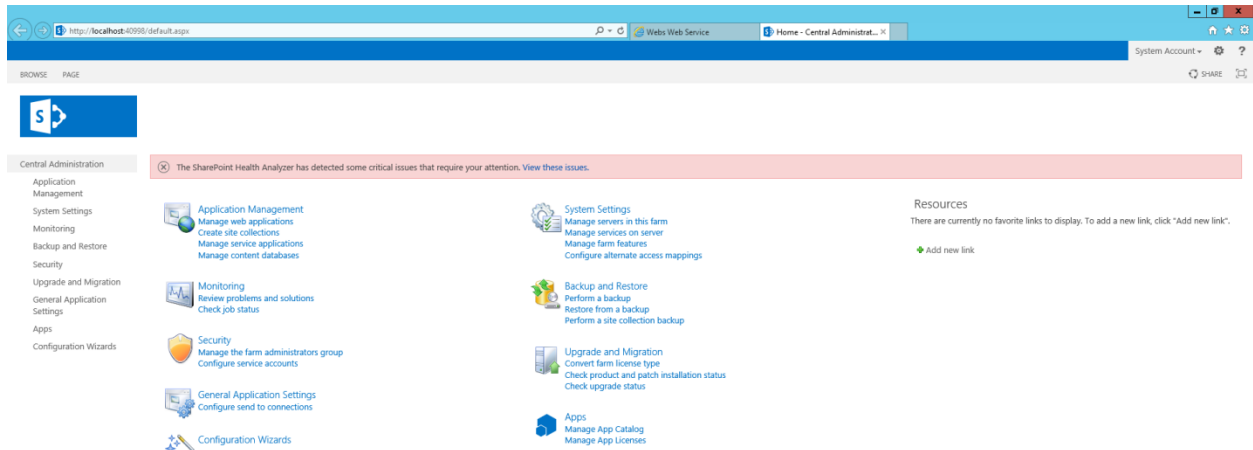


Figure 3.7. - 4 – SharePoint Foundation window

A successful installation in SharePoint can be verified using the Enterprise Manager, and the final result can be seen to specific databases SharePoint as shown below:



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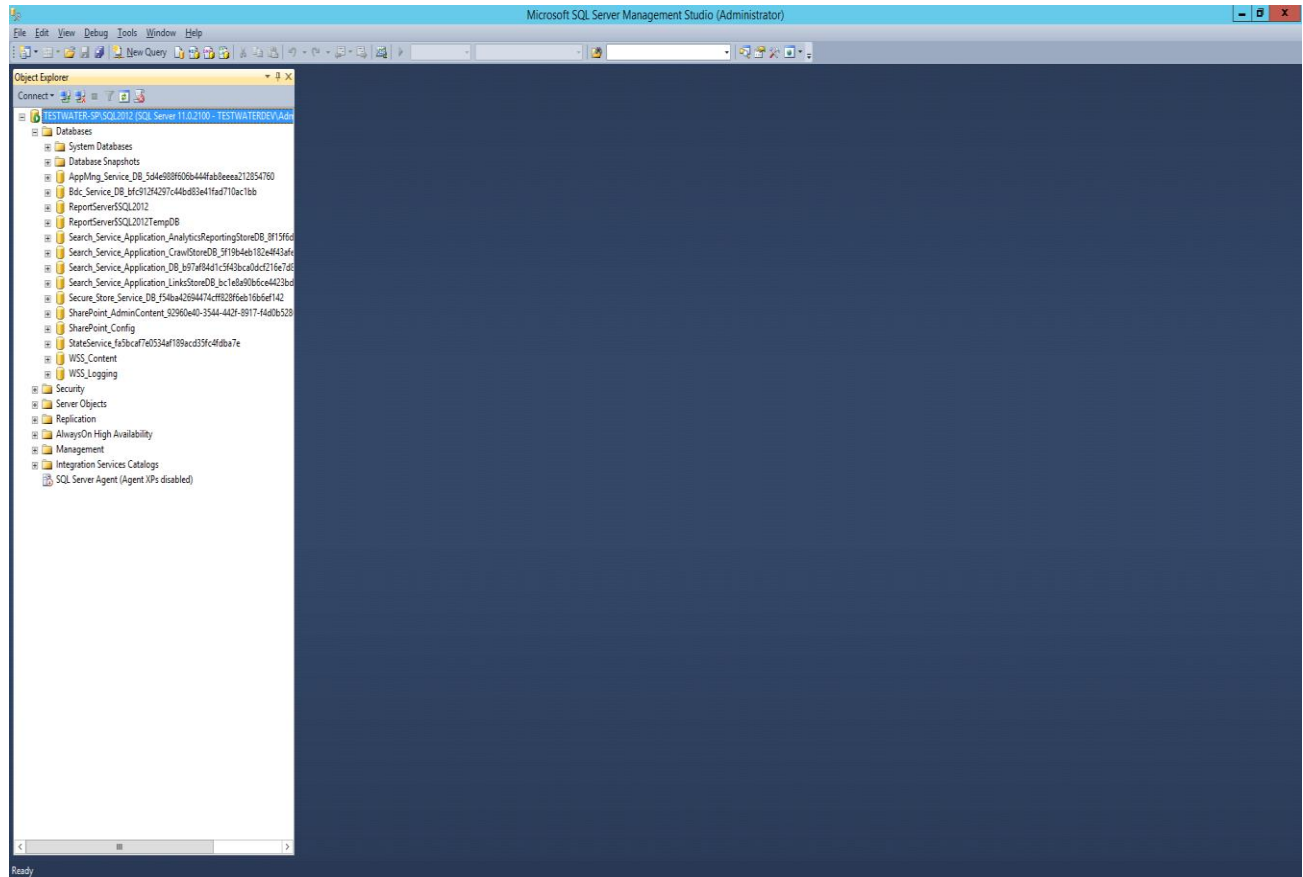


Figure 3.7. - 5 – Enterprise Manager window

3.8. CHANGE LANGUAGE SETTINGS

To access SharePoint application in Romanian is necessary to install the Romanian Language Package.

<http://www.microsoft.com/ro-RO/download/confirmation.aspx?id=35492>

It can be downloaded from the address above and run it.

To access the application in Romanian is necessary to access the control panel and settings to be made as follows:

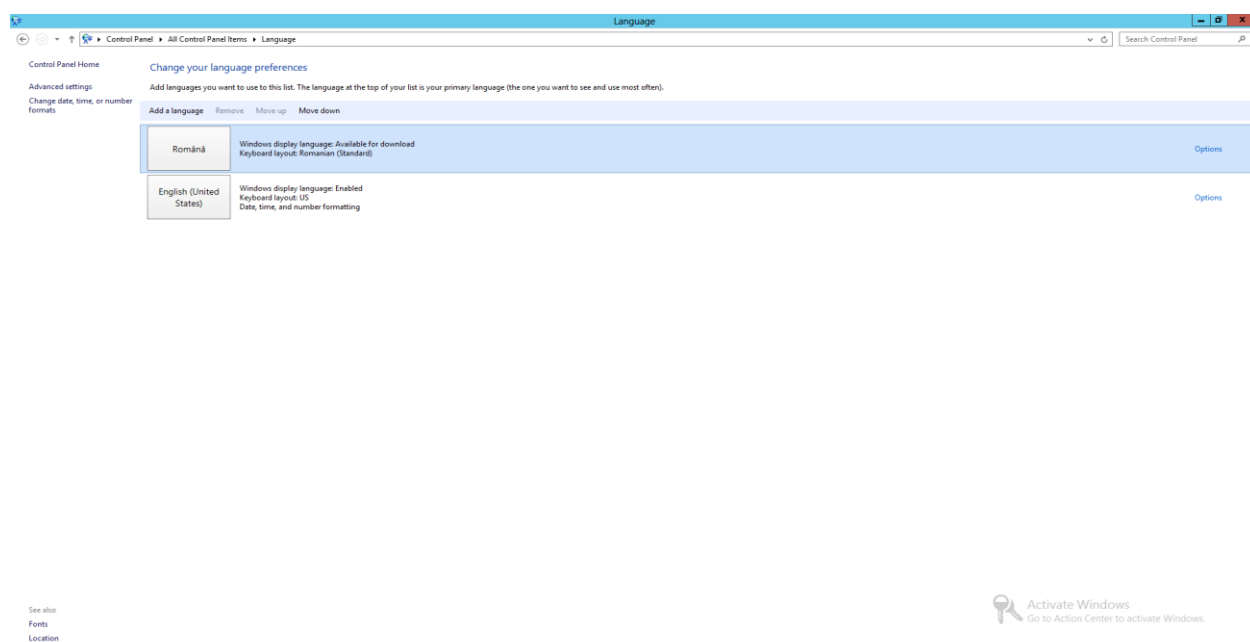


Figure 3.8. - 1 – Control Panel window

At the site level we should change language settings.



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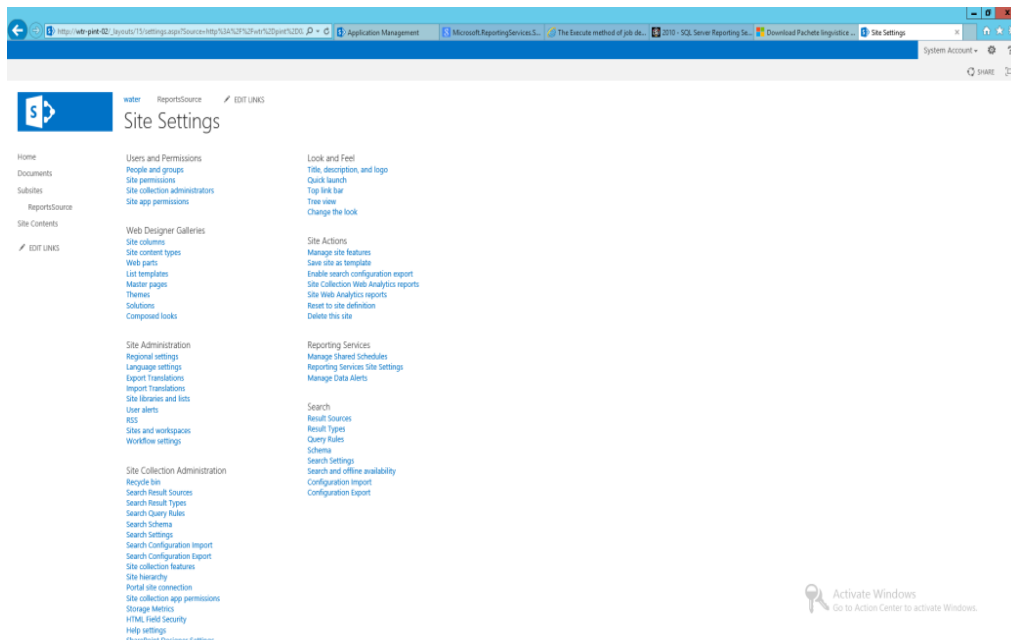


Figure 3.8. - 2 – Change language settings

Language level site is set as shown below, selecting language.

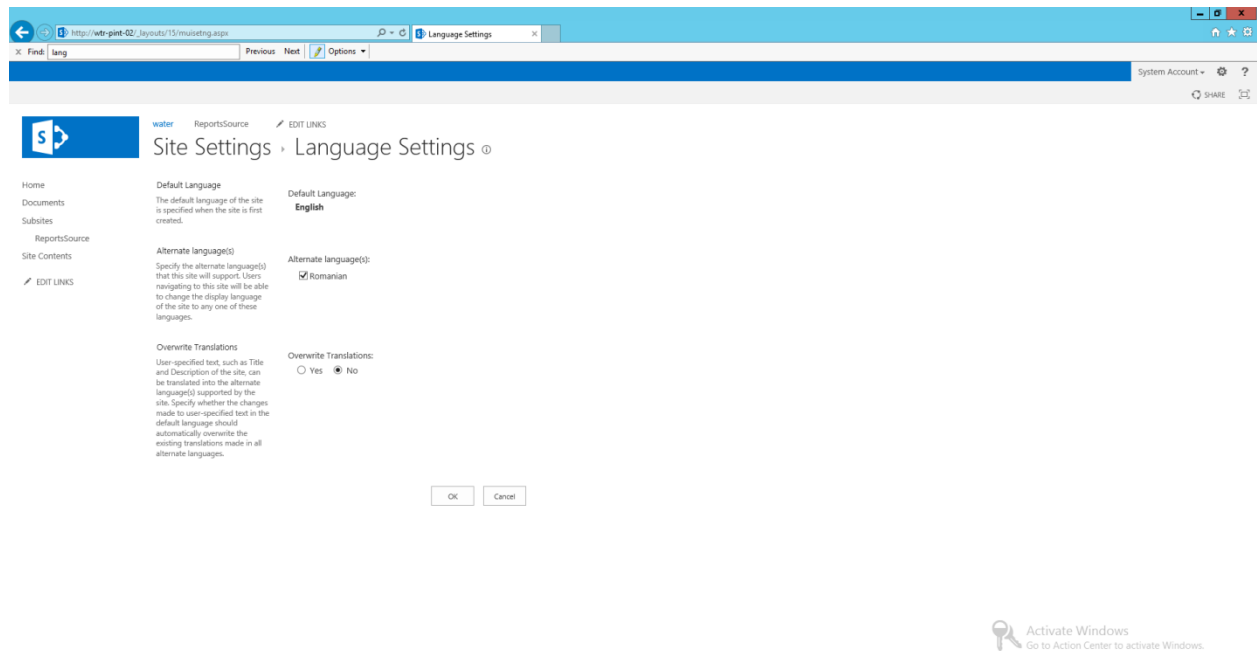


Figure 3.8. - 3 – Change language site

In the end user will restart after Internet Explorer, you can see the site as shown below:

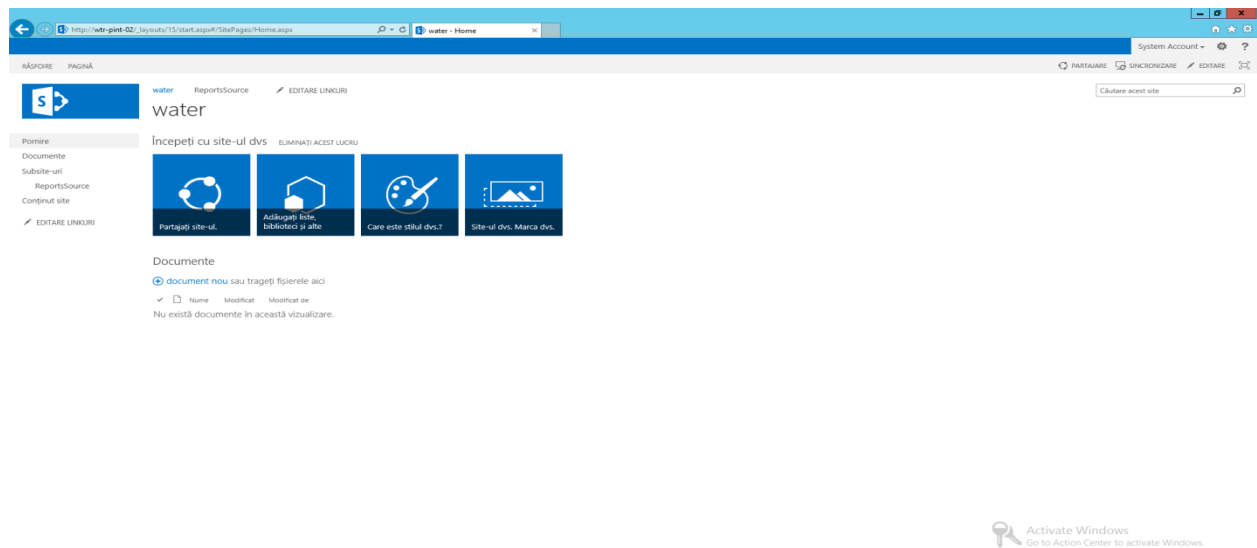


Figure 3.8. - 4 – Language site changed

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3.9. CONSULTATION SECTION INFORMATION OF THE INTERNAL PORTAL

3.9.1. VIEW PERSONAL PAGE ON THE PORTAL

The user accessing internal portal by entering the URL address in a web browser.

The system displays the data entry window connection. The user logs in with the username and password received as credentials to access the internal portal site. The system allows access to internal portal site.



Figure 3.9.1. - 1 – Access internal portal site

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The user accesses personal page and consult it. The system view the web page and the user's related information.

3.9.2. VIEW RECYCLE BIN CONTENT

The user accessing internal portal by entering the URL address in a web browser.

The system displays the data entry window connection. The user logs in with the username and password received as credentials to access the internal portal site. The system allows access to internal portal site.

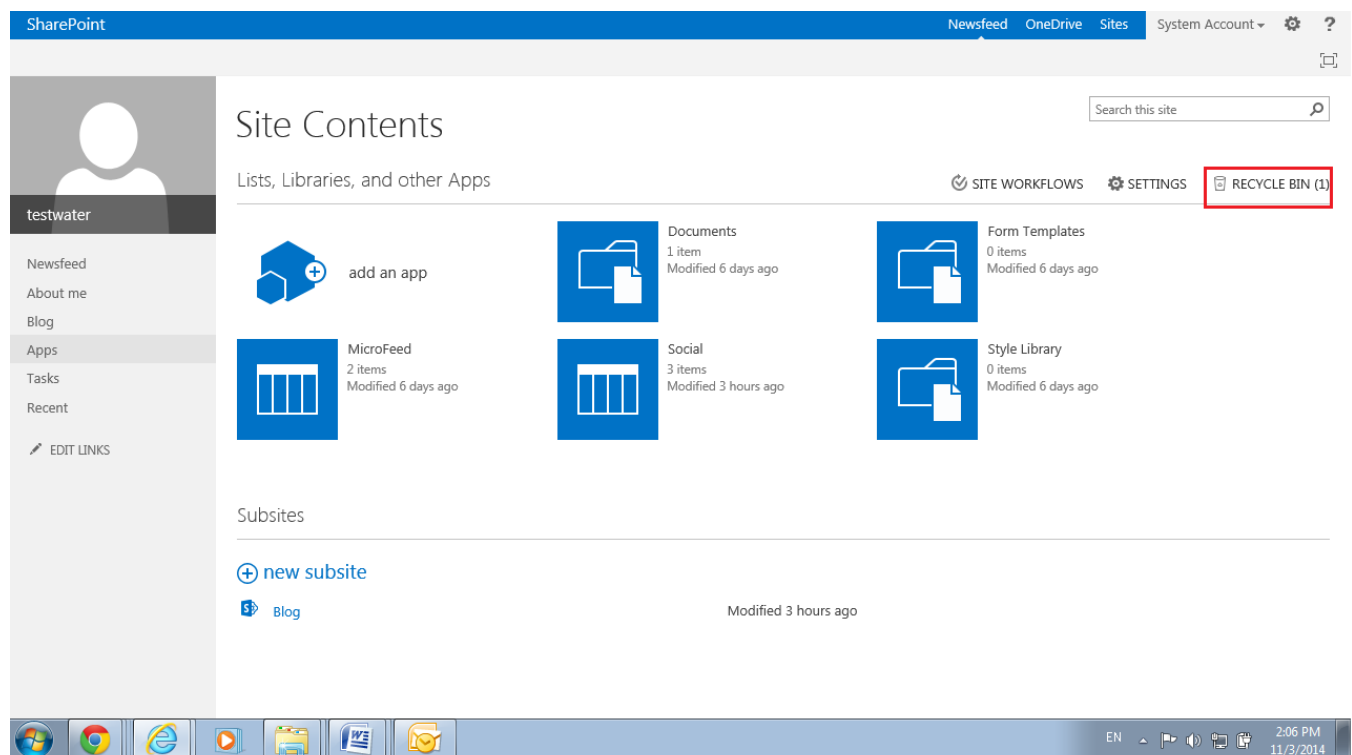


Figure 3.9.2. - 1 – Access Recycle Bin

The user press **Recycle Bin**. The system opens the Recycle Bin content.

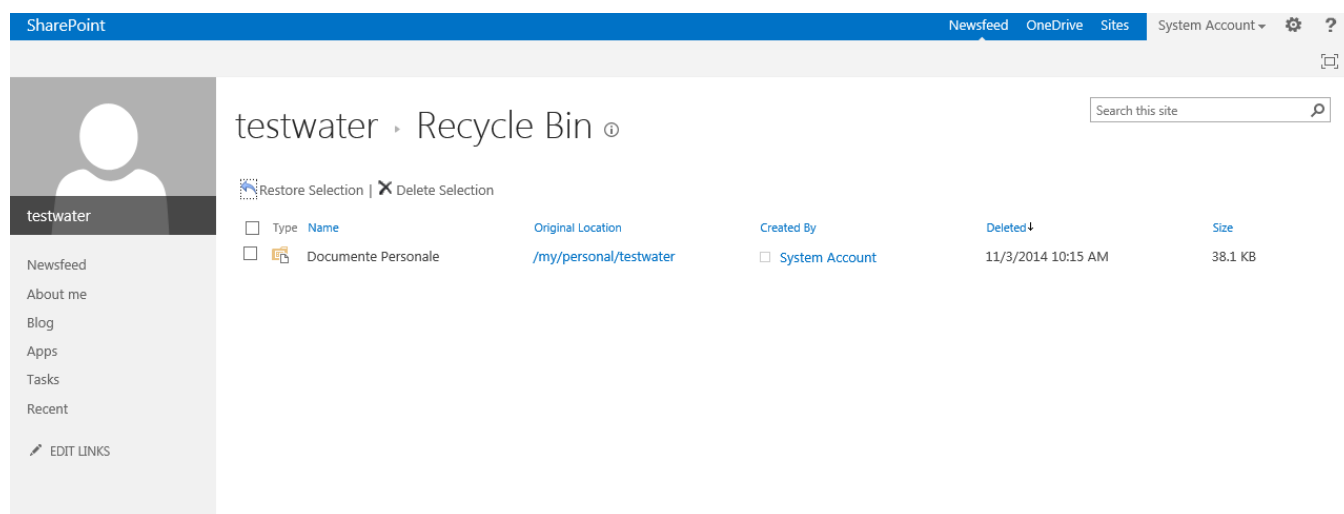


Figure 3.9.2. - 2 – Recycle Bin content

User consults trash content and can take two decisions, appropriate orders above:

- Restore Selection, restore deleted previously selected document or folder with check;
- Delete Selection, delete effectively selected document from the data base.

The system restores or deletes dates selected.

3.9.3. VIEW ANNOUNCEMENTS, TASKS, LINKS TO OTHER COMPONENTS FROM PORTAL

The user accessing internal portal by entering the URL address in a web browser.

The system displays the data entry window connection. The user logs in with the username and password received as credentials to access the internal portal site. The system allows access to internal portal site.

User accesses from the tree on the left screen: area Notifications, Tasks, and other components of internal portal (Documents).

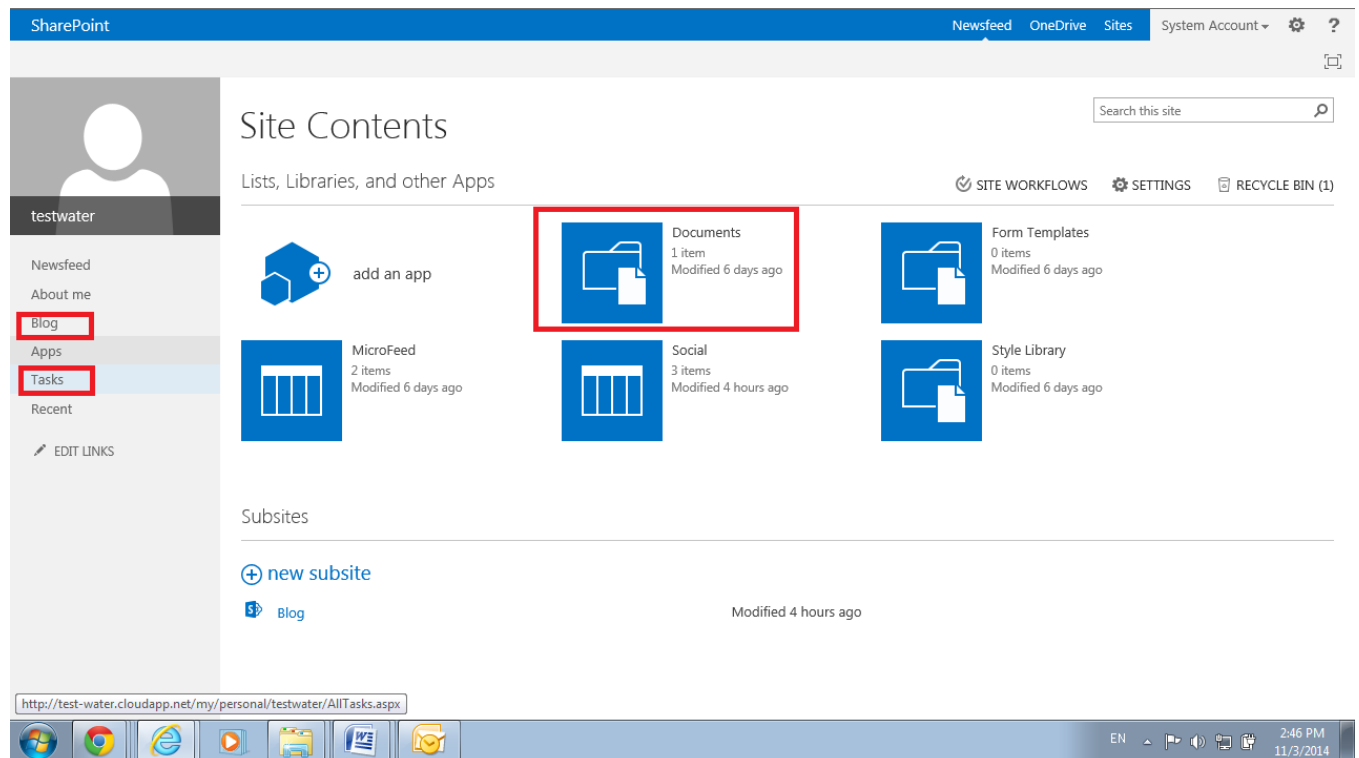


Figure 3.9.3. - 1 – Access Site Contents

The system allows access to areas mentioned and therefore the information managed within them.



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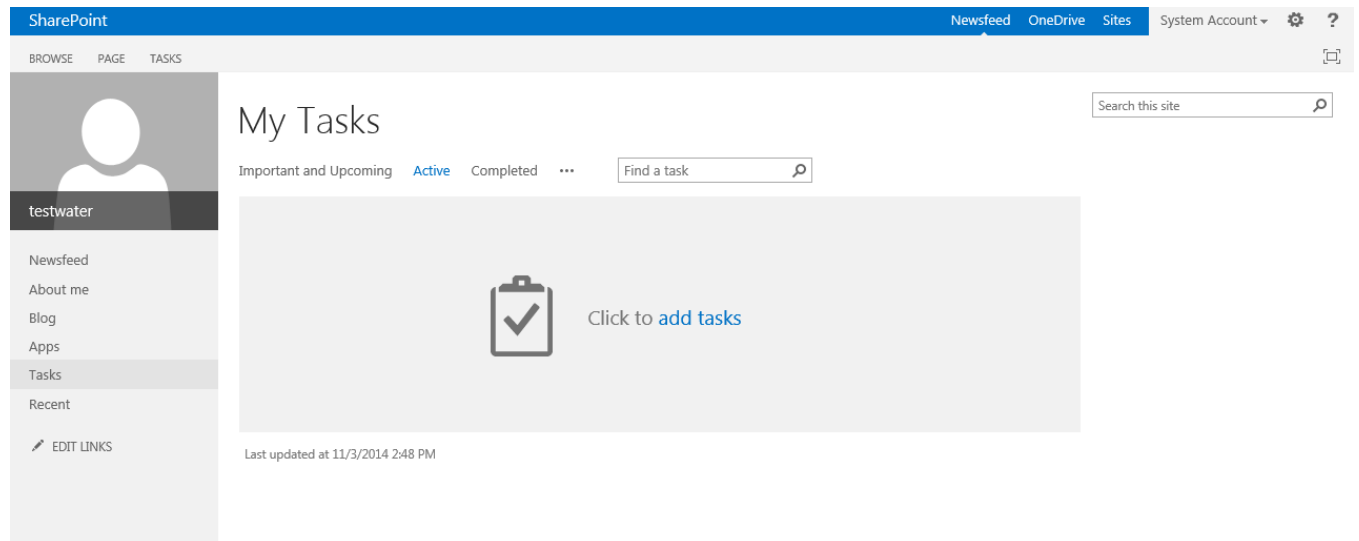


Figure 3.9.3. - 2 – My Tasks window

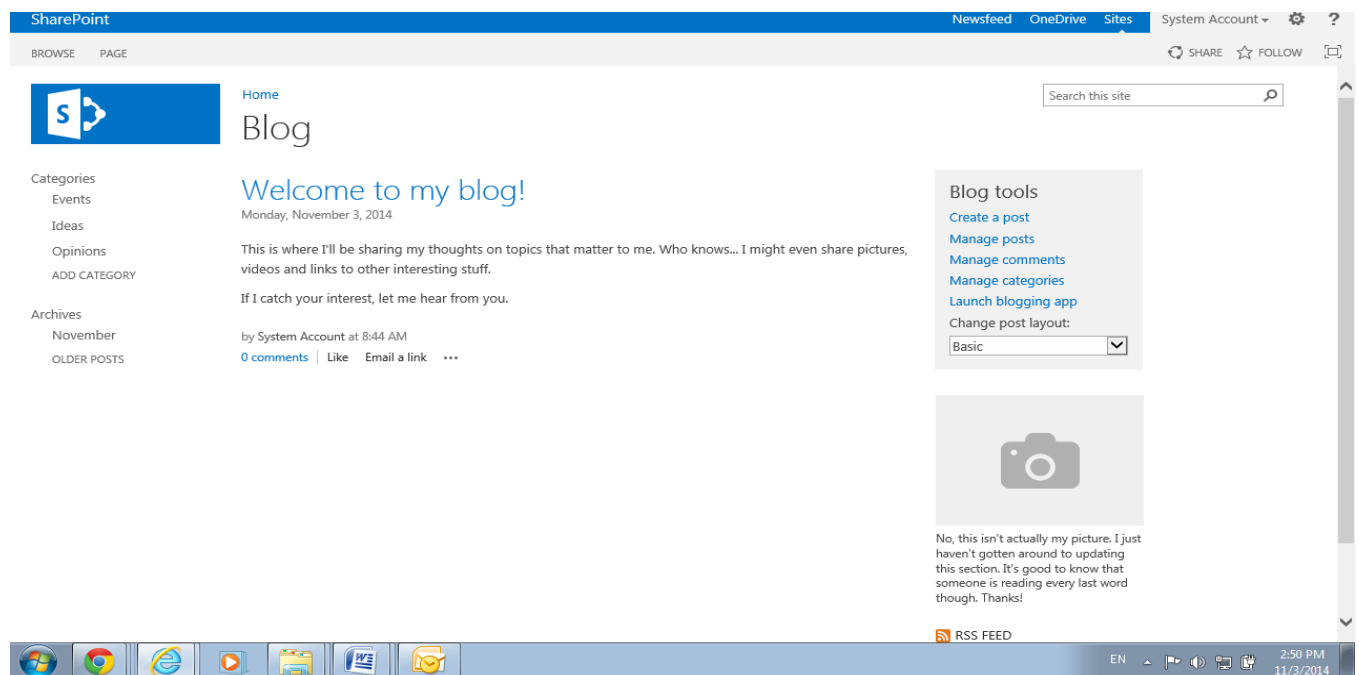


Figure 3.9.3. - 3 – Blog window

3.9.4. ADD DOCUMENT INTO DOCUMENTS FOLDER WITHIN PORTAL

The user logs in with user name and password received as credentials for access to the internal portal. The system allows access to internal portal site.

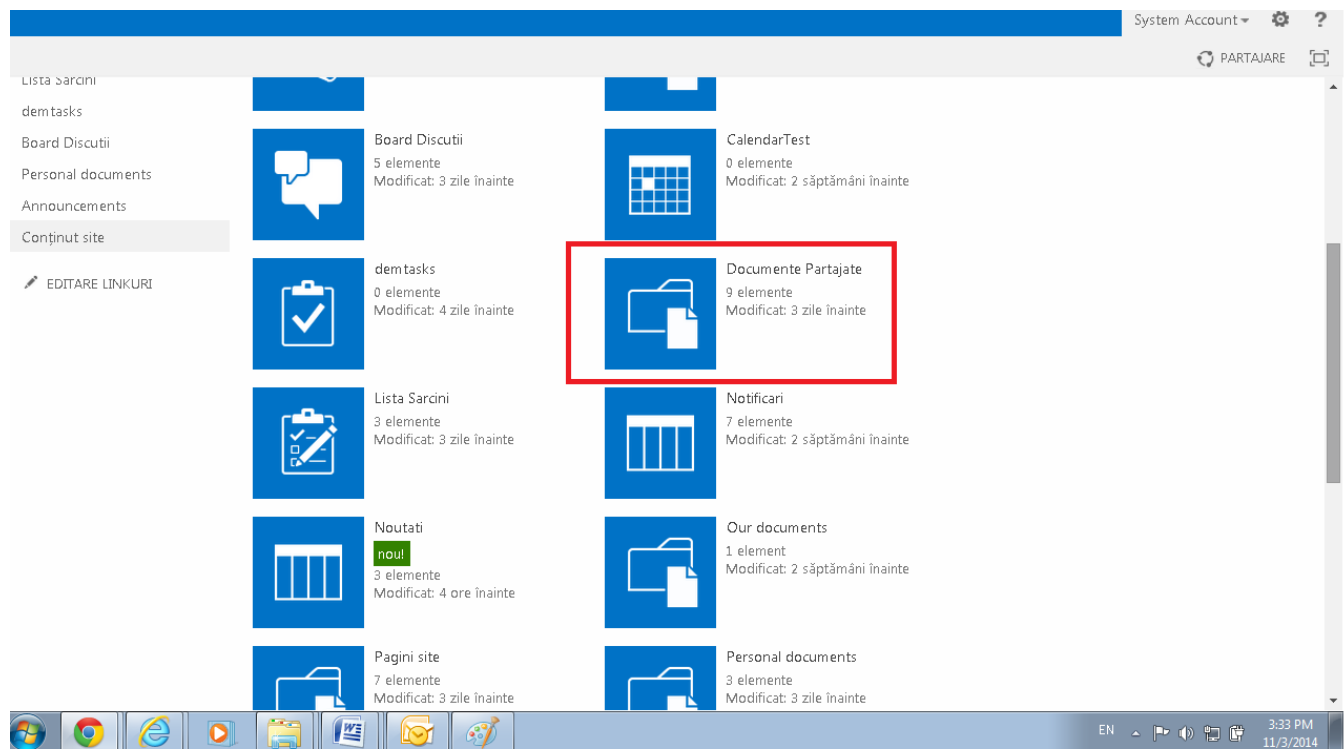


Figure 3.9.4. - 1 – Folder Share documents

The user click on **Shared Documents** icon.
The personal documents folder opens and you can add new documents.

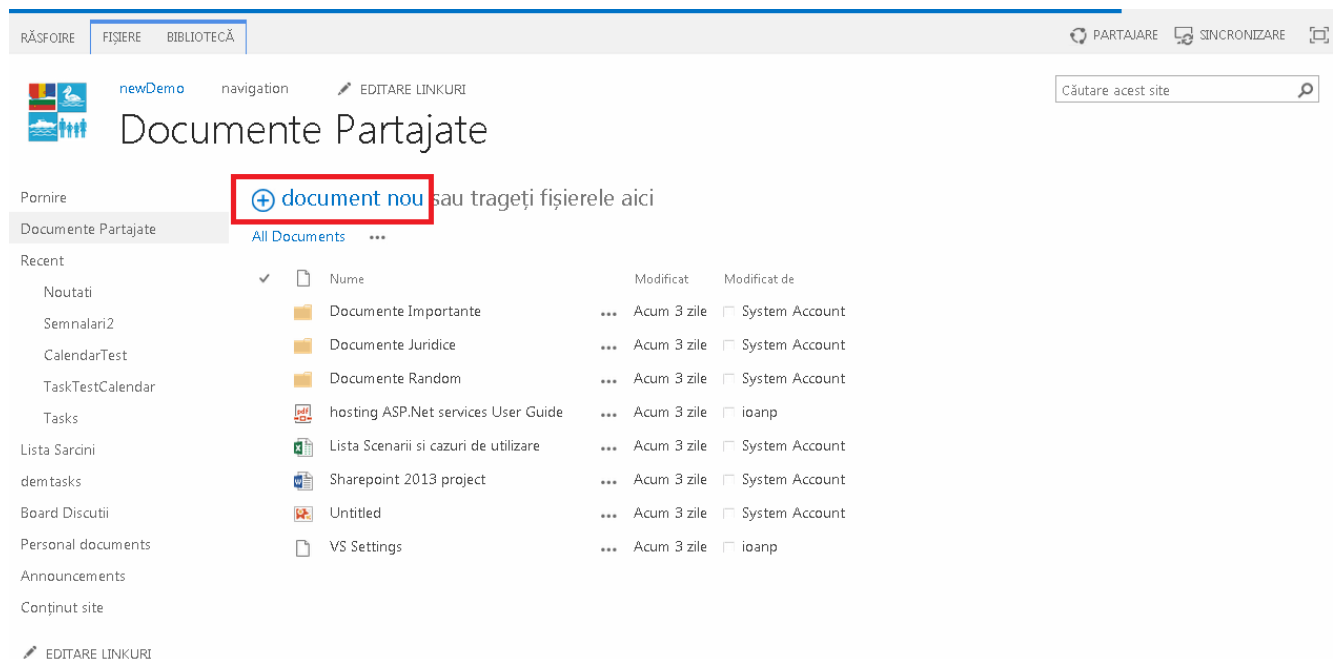


Figure 3.9.4. - 2 – Shared Documents window

The user accesses **New document** command, choose the file to load it in the way of the internal portal, write the name of the document and click the **Save** button.

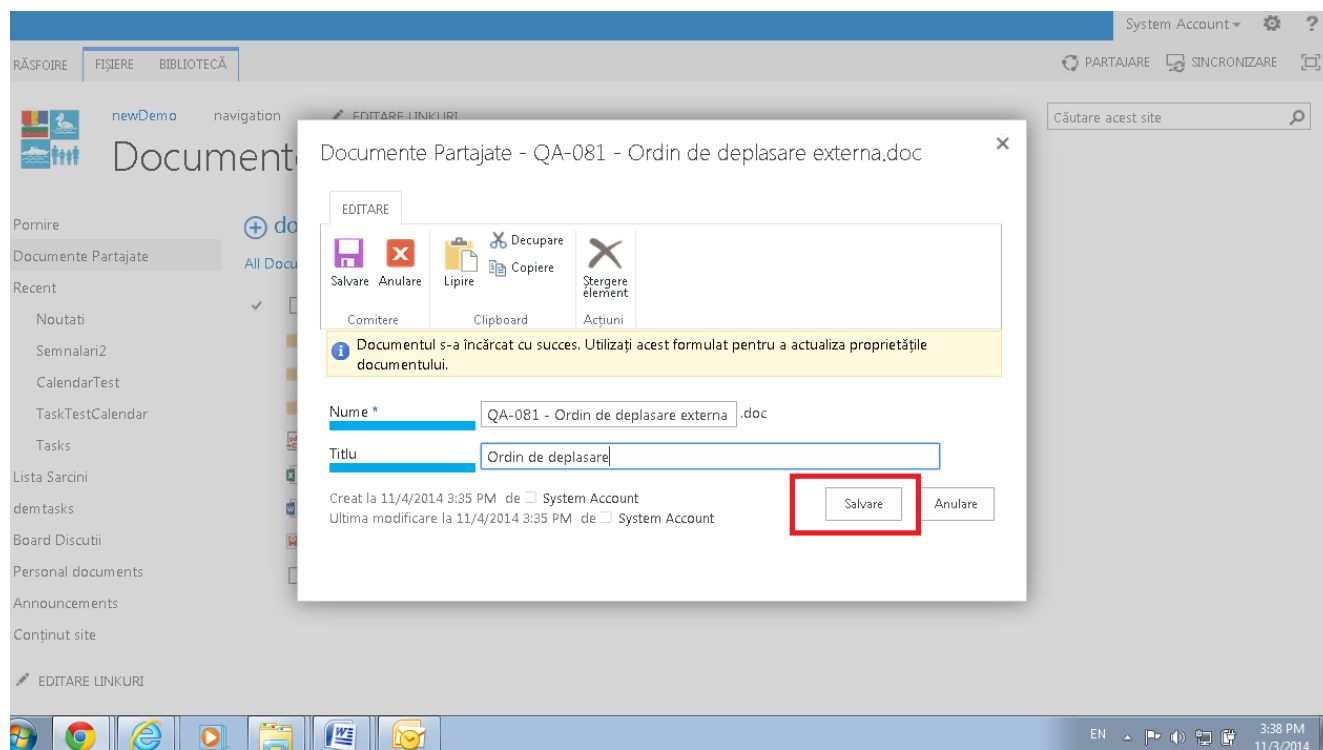


Figure 3.9.4. - 3 – Attach new document in Shared Documents folder

User successfully added a document to the personal shared documents folder.

3.9.5. VIEW EXCEL CONTENT

User login with user name and password received as credentials for access to the internal portal. The system allows access to the internal portal site.

User accesses the document tree area Shared Documents and select an Excel file which want to open.

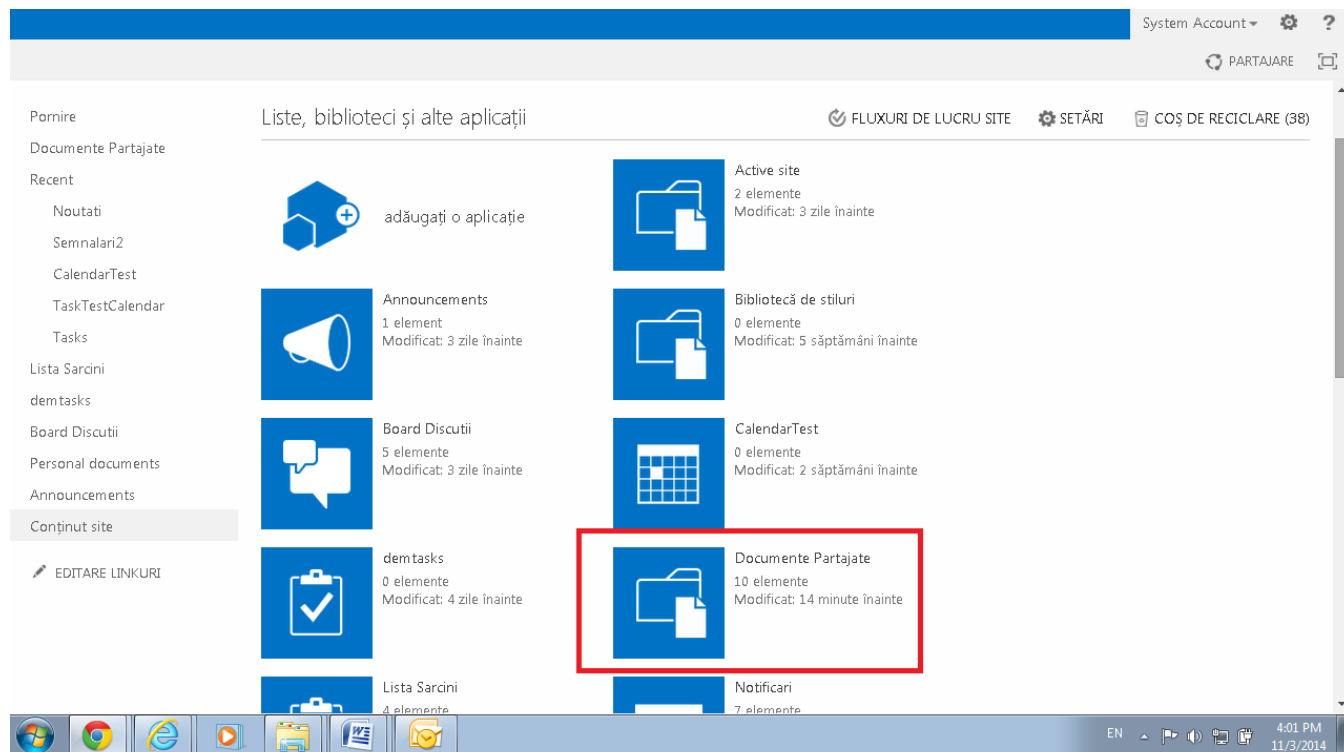


Figure 3.9.5. - 1 – Access Shared Documents folder

The system allows viewing information from the excel table.



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Utilizatori cu drepturi de acces in portal intern si modulul de comunicare si colaborare

| Nr. Crt. UC/ Sec | Cerinta refer | Componenta | COD | Cod Scenariu | Descriere scenariu | Cod caz de utilizare | Descriere caz de utilizare | Rezultate finale asteptate | Actori implicati | Comentarii/ observatii |
|------------------|--------------------------------------|---------------|-----|--------------|--|----------------------|--|---|--|--|
| 5 | RQ0727 si RQ1101 si RQ0731 si RQ1105 | Portal Intern | PI | PLS-03 | Administrare sectiuni Portal intern | PLS-03.UC-005 | Definire structura ierarhica organizationala | Structura ierarhica organizationala este definita in portalul intern | Administrator portal intern | |
| 6 | RQ0729 si RQ1103 | Portal Intern | PI | PLS-03 | Administrare sectiuni Portal intern | PLS-03.UC-006 | Adaugare inregistrare noua in sectiunea de anunturi generale folosind flux RSS | Inregistrare noua este adaugata in sectiunea de anunturi generale portal intern | Administrator portal intern | Trebuie dezvoltat |
| 7 | RQ0738 si RQ1112 | Portal Intern | PI | PLS-03 | Administrare sectiuni Portal intern | PLS-03.UC-007 | Definire flux de aprobare activitate (pe baza de templată) | Noul flux de aprobare este disponibil pentru utilizare in portalul intern | Administrator portal intern | Probleme Flux SIW-3 - Corneliu -Victor |
| 8 | RQ0737 si RQ1111 | Portal Intern | PI | PLS-03 | Administrare sectiuni Portal intern | PLS-03.UC- | Modificare flux de aprobare activitate | Fluxul de aprobare este modificat si disponibil pentru utilizare in portalul intern | Administrator portal intern | |
| 1 | RQ0107 si RQ0111 si RQ0749 si RQ1123 | Portal Intern | PI | PLS-04 | Acces module sistem WATER prin intermediul Portalului intern | PLS-04.UC-001 | Accesarea portalului de catre un utilizator din AD | Utilizatorul acceseaza cu succes pagina principala a portalului intern | Utilizatori AD cu drepturi de acces in portal intern | |
| 2 | RQ0749 | Portal Intern | PI | PLS-04 | Acces module sistem WATER prin | PLS-04.UC-002 | Accesarea portalului de catre un | Utilizatorul acceseaza cu | Utilizatori care se autentifica cu | |

Lista scenariu si uc-uri Roluri interne portal extern Utilizatori externi

Figure 3.9.5. - 2 – View excel table content

3.9.6. VIEW CONTENT OF THE PERSONAL DOCUMENTS FOLDER

The user logs in with the username and password received as credentials for access to the internal portal. The system allows access to the internal portal site. User accesses the tree area of Personal Documents.

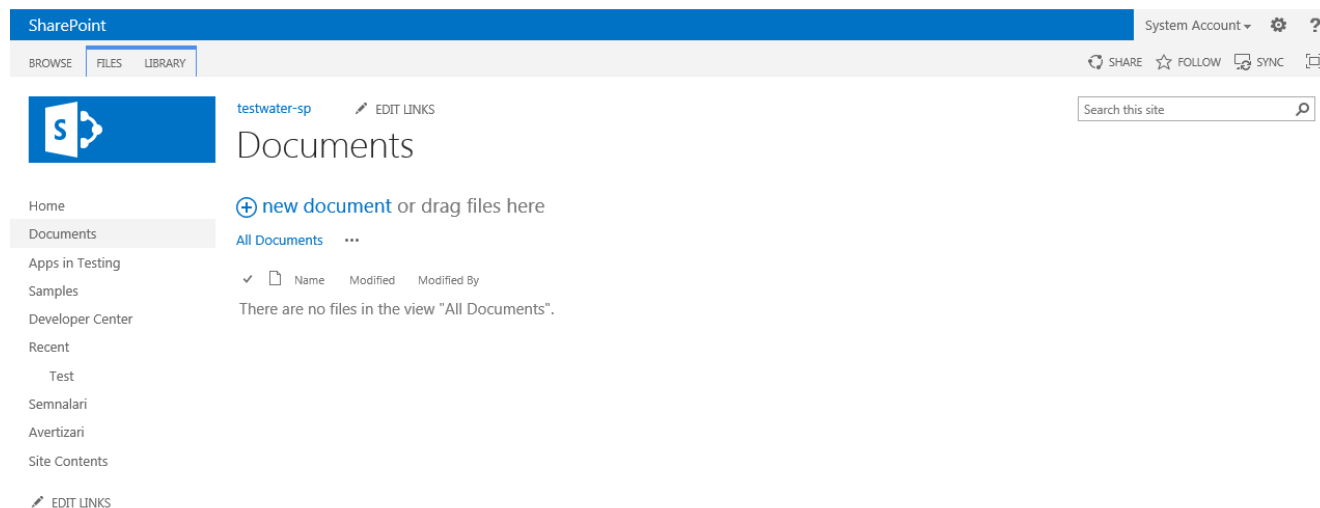


Figure 3.9.6. - 1 – Content of the Personal documents folder

3.9.7. DOCUMENTS DISSEMINATION FROM PERSONAL DOCUMENTS FOLDER BY ANOTHER USER

The user logs in with user name and password received as credentials for access to the internal portal. The system allows access to internal portal site. The user selects the Personal folder documents.

The system opens folder to allow user selection of documents that wants to make available to another user.

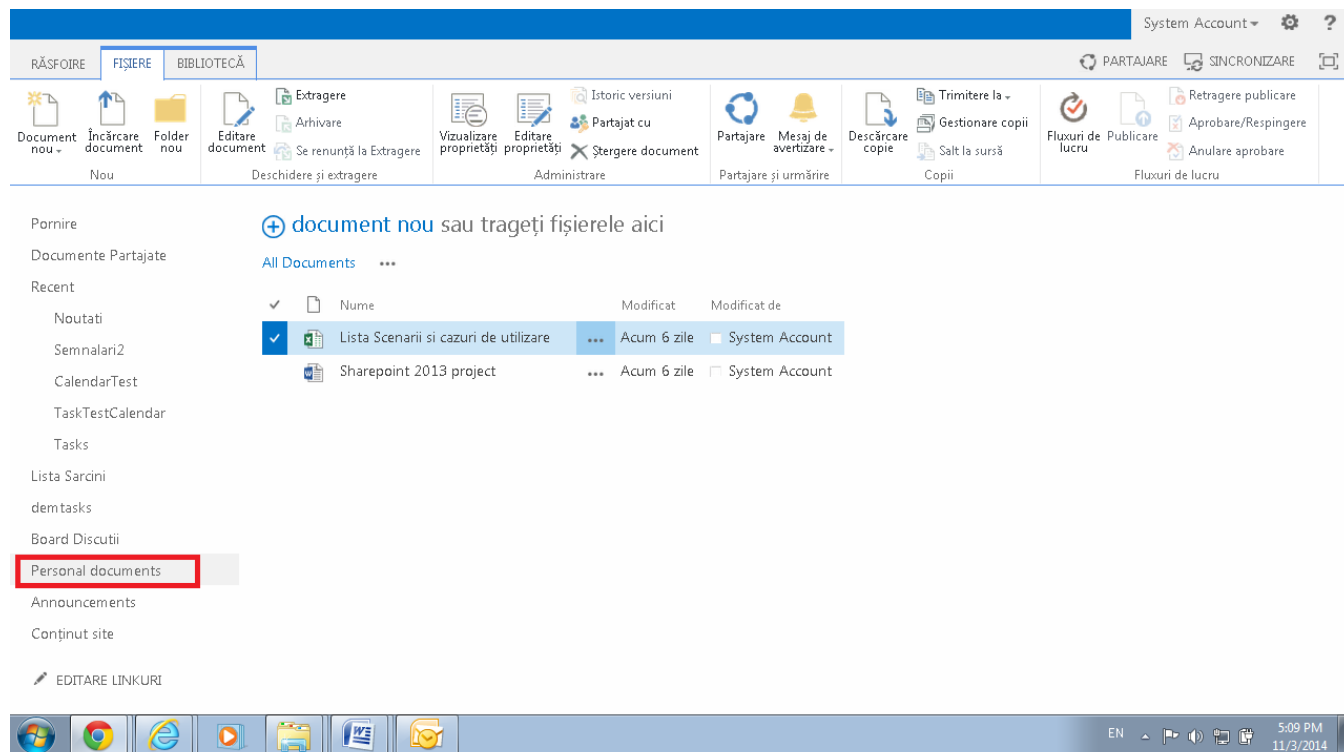


Figure 3.9.7. - 1 – Access Personal Documents folder

The user selects the document and **Files** command from the menu, then the **Send To** command, and then shared documents corresponding to the image below:

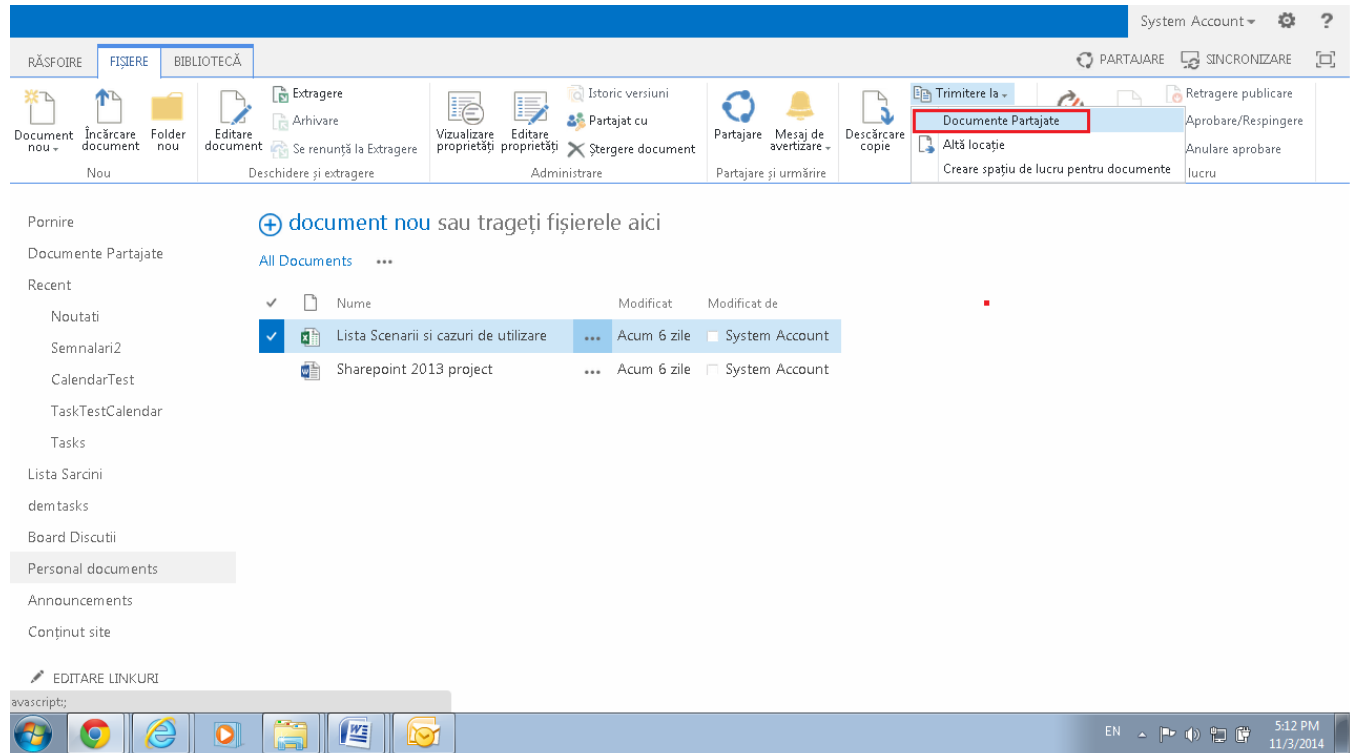


Figure 3.9.7. - 2 – Share personal documents

The system opens List system scenarios and use cases.

The user presses **OK** button and give access to the document (share the document) to another user from internal portal.

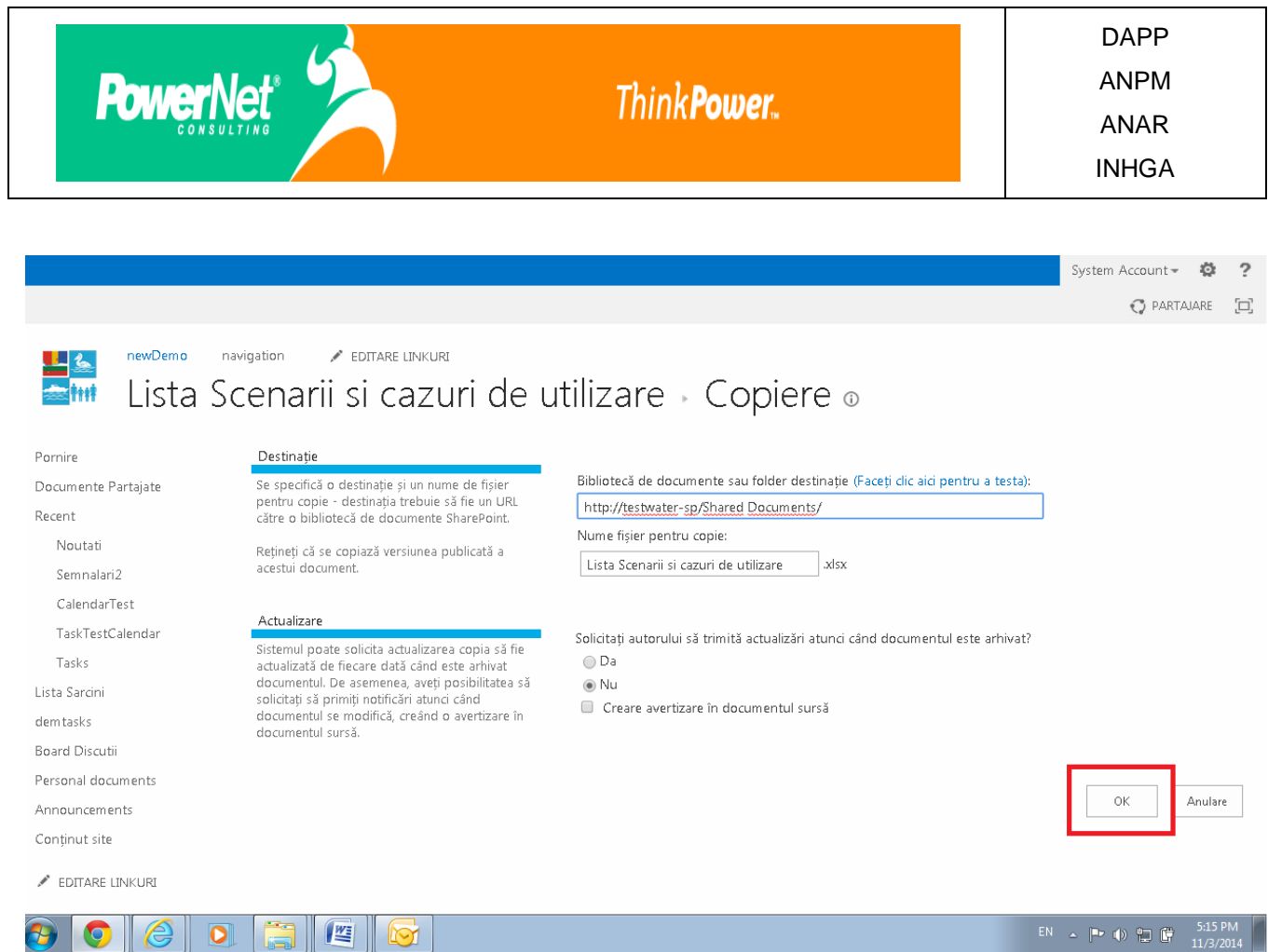


Figure 3.9.7. - 3 – List scenarios and use cases window

User grants permission for another user to view his personal documents folder.

3.10. ACTIONS BY THE SISTEM

3.10.1. AUTOMATIC NOTIFICATIONS ON THE USER MAILBOX

The system automatically sends notification emails into inbox of users activities. The user logs in with their username and password on the internal portal.

The system allows access to the internal portal.

The user selects the section that you are interested in: Tasks, Notifications or personal documents, access **LIBRARY** command and then the icon **Send link by e-mail** and enter the email address of the user.

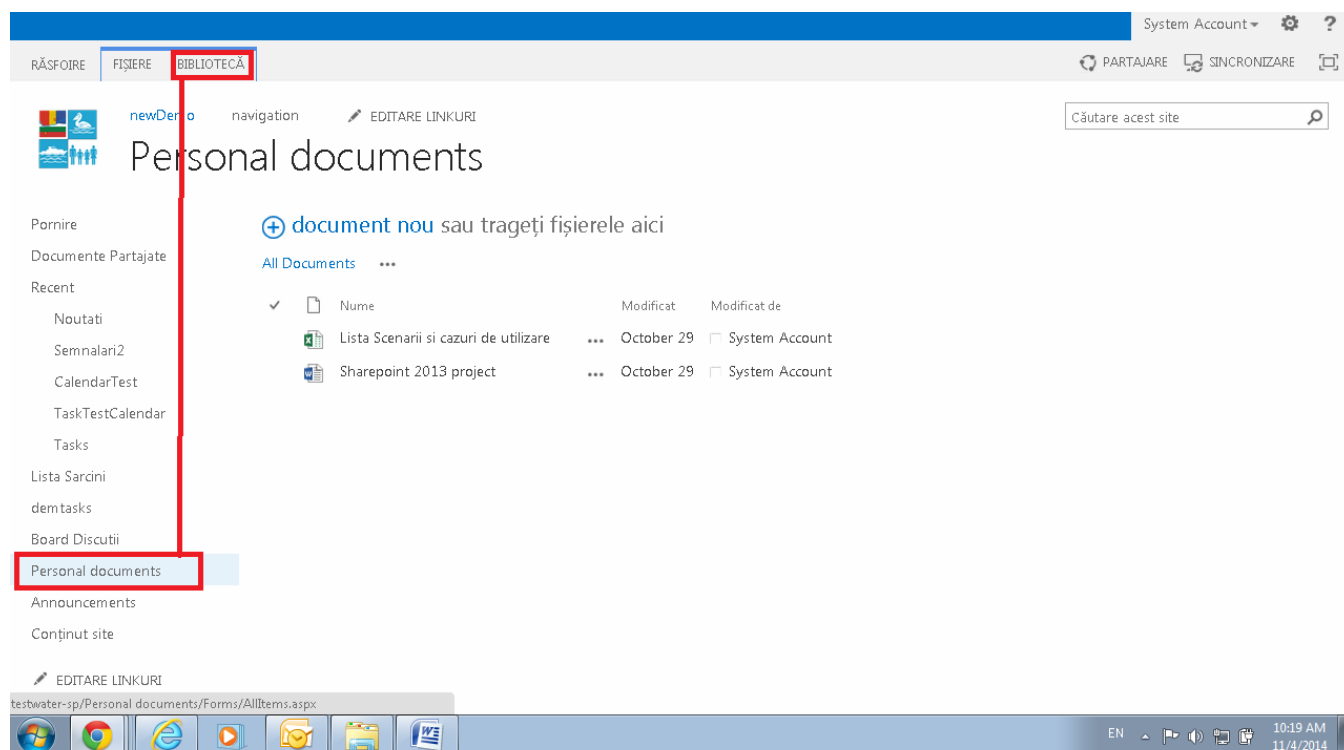


Figure 3.10.1. - 1 – Select Library – Personal documents

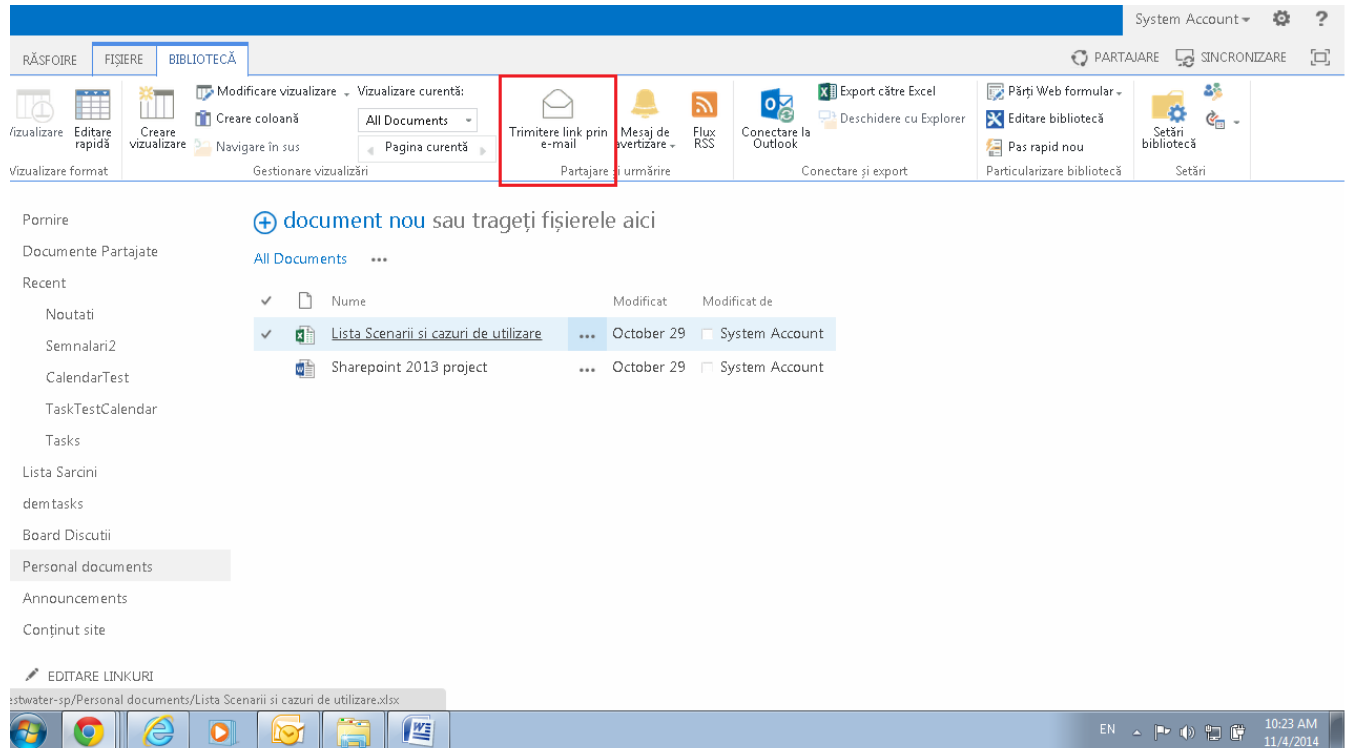


Figure 3.10.1. - 2 – Library command and icon Send link by e-mail

The user with the email address mentioned receiving notification emails.

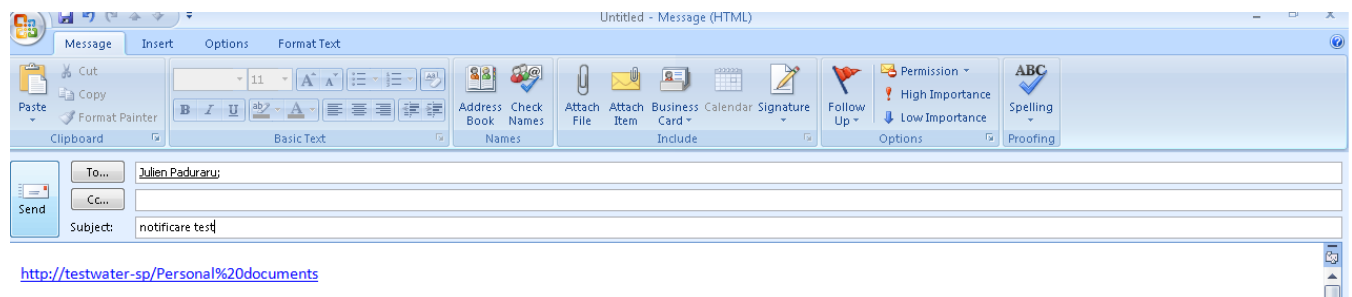


Figure 3.10.1. - 3 – Notification received from the system



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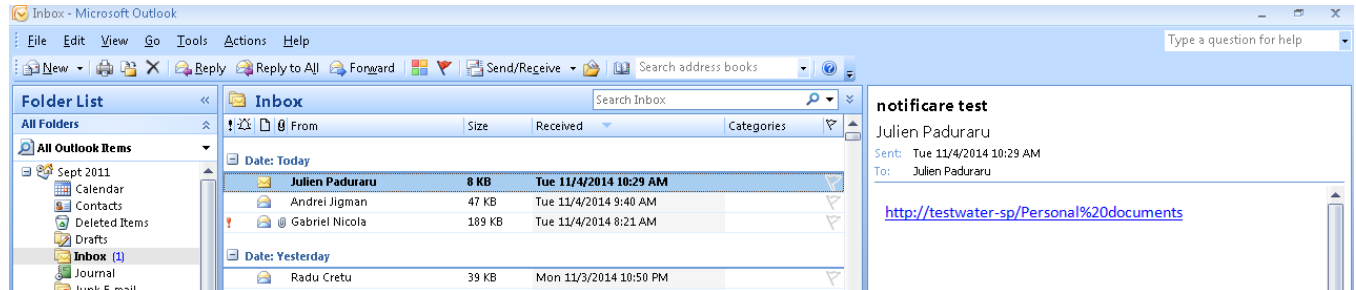


Figure 3.10.1. - 4 – Mail notification into inbox

3.11. DISCUSSION BOARD ON THE INTERNAL PORTAL

The user logs in with the username and password on the internal portal.

The system allows access to internal portal. The user selects Discussion Board section and add a new discussion topic pressing on **+ new discussion**.

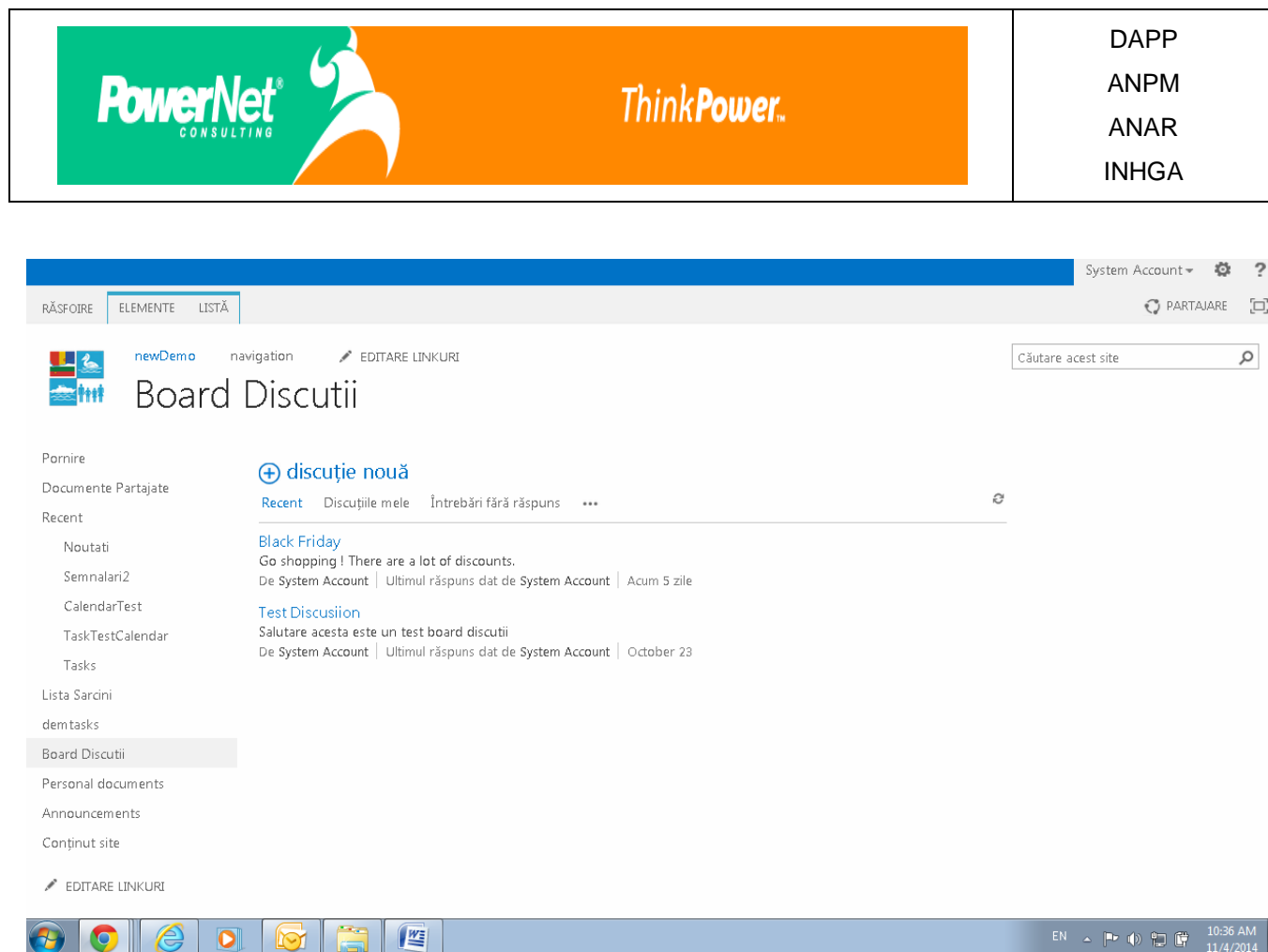


Figure 3.11. - 1 – Discussion Board window

The user enters the new title and discussion topics can format text or insert images using menu commands.

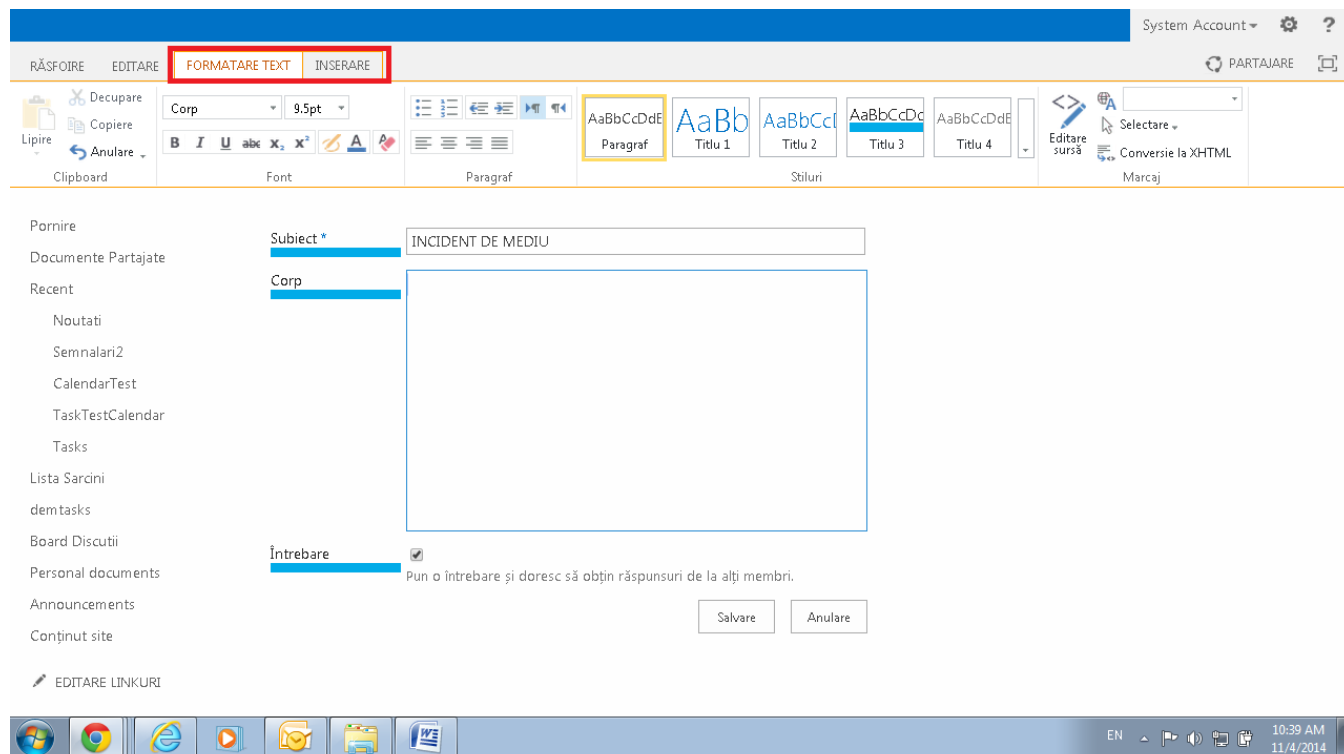


Figure 3.11. - 2 – Complete discussion topic data

The system opens **Insert** window and allows the user to attach an image to a new topic of discussion.

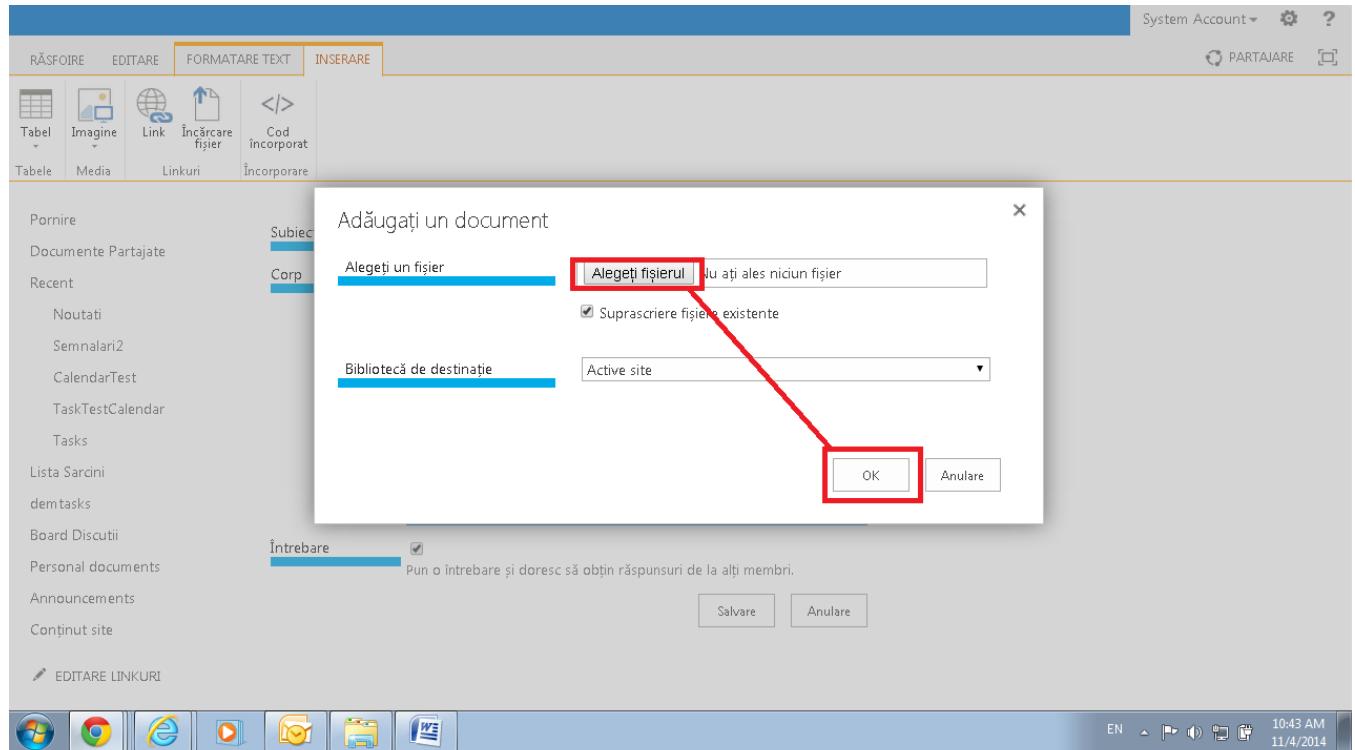


Figure 3.11. - 3 – Attach image to a new topic of discussion

The user attaches the image and then click on the OK button.

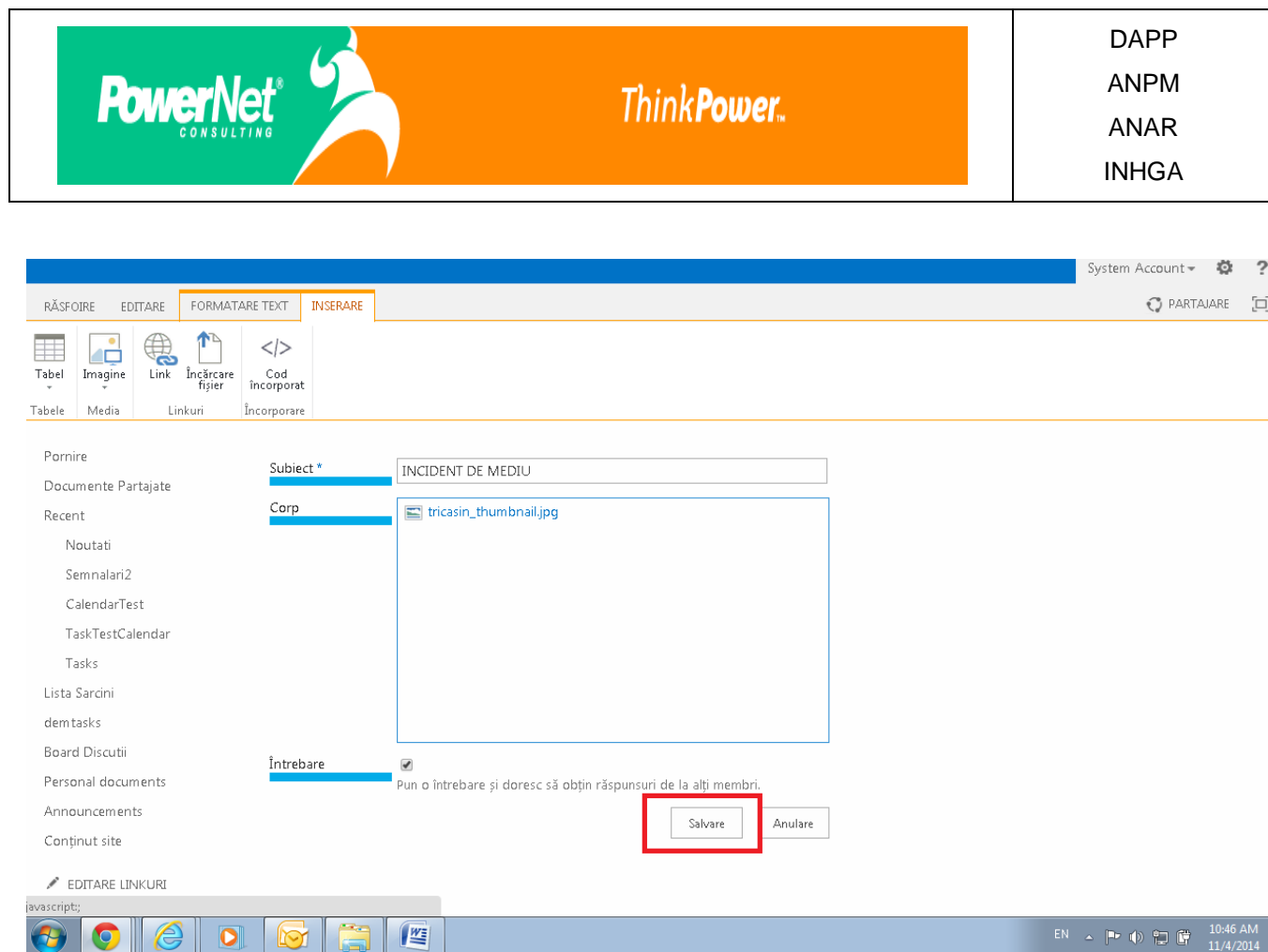


Figure 3.11. - 4 – Save new topic of discussion

The system automatically records data and publish them on the portal.

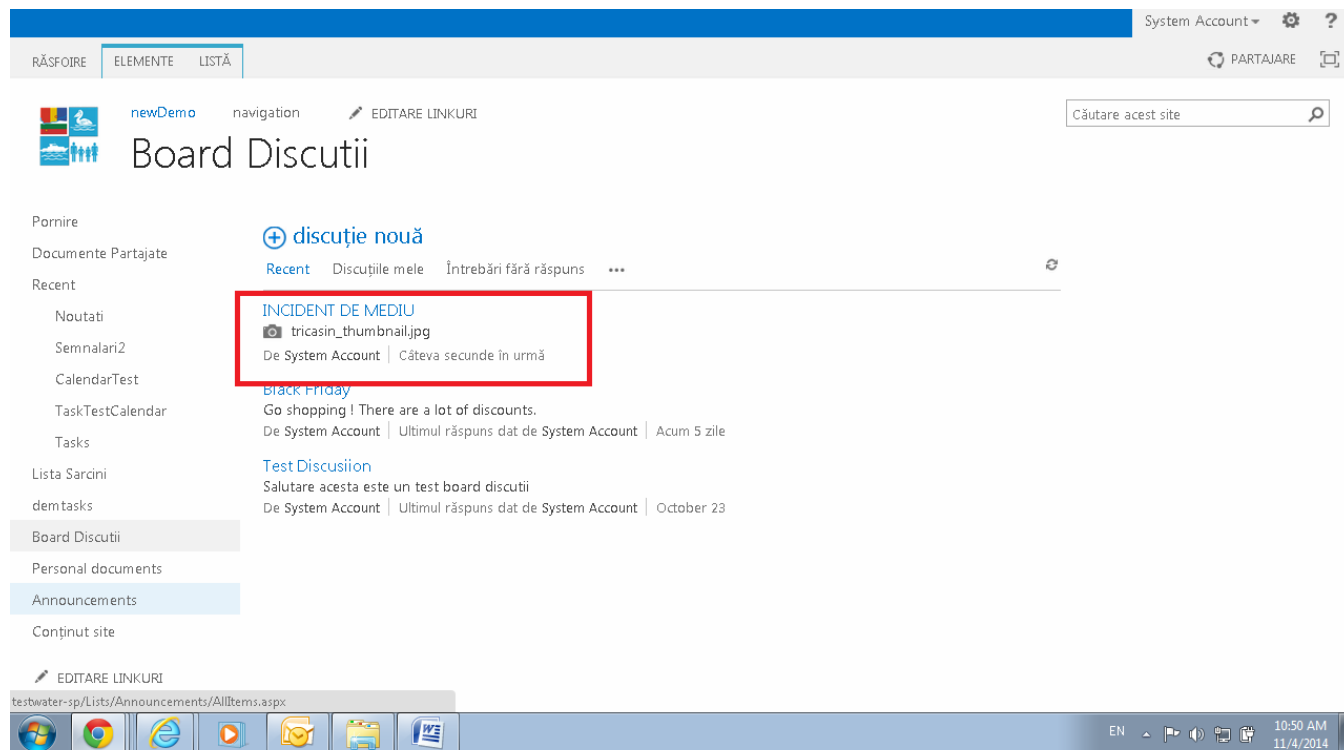


Figure 3.11. - 5 – New topic of discussion published on the portal

Users can log on Discussion Board section, select the theme and edit their responses to the topic specified by pressing the **ANSWER** button.

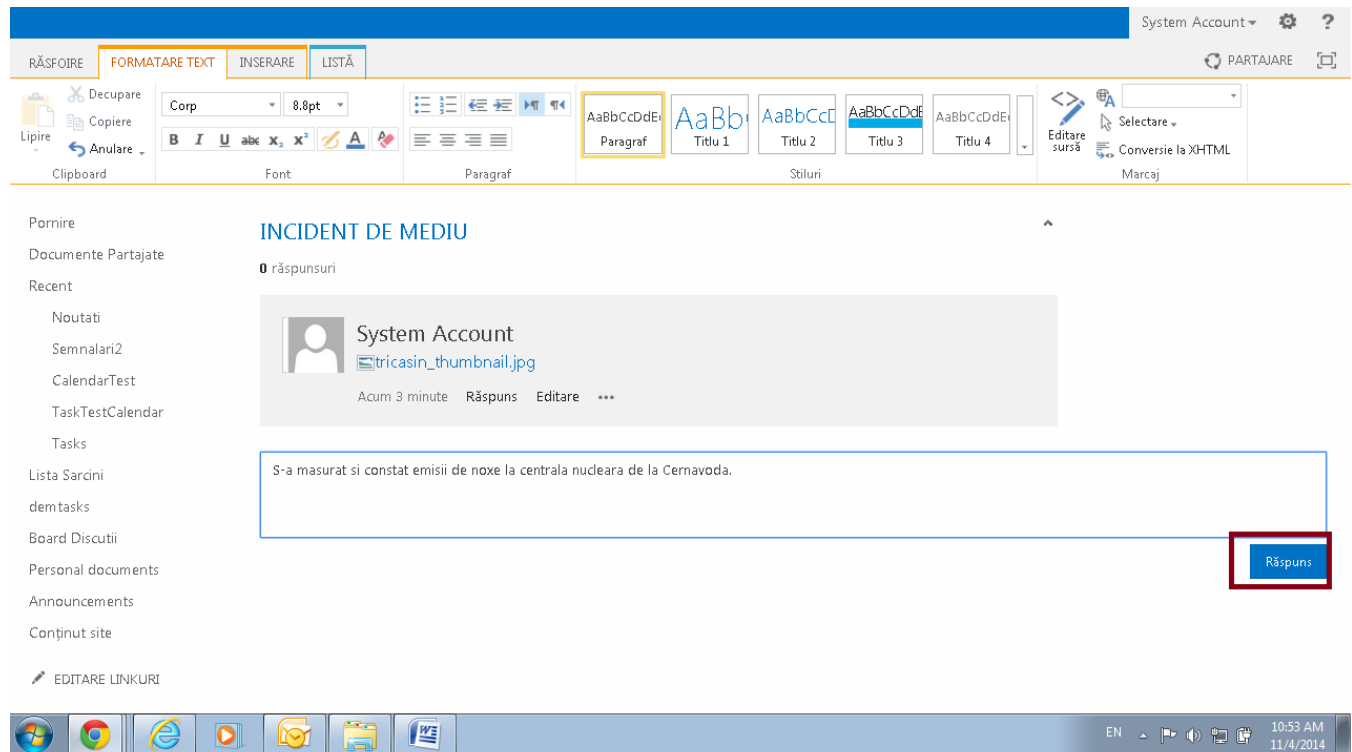


Figure 3.11. - 6 – Answer for topic of discussion

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4. KEYSTROKE ACCESS

In the current work with external portal, the keyboard has a secondary role, using mainly the filling in text and/ or data.

The combinations of keys that can be used to improve the work are:

- **TAB** key - by pressing it salt field that is positioned in the next field, which respects the logical order in desktop;
- **Arrows** keys (left, right, up, down) - allow you to move into editable text, even if it exceeds the size of a page. Can be used for selecting a value a selector;
- **Ctrl-F** (Find) - allows you to search a text in a page. It can be used, for example, quickly looking information within the portals;
- **Ctrl-C, CTRL- X, Ctrl V** - standard functions for copying, moving and pasting;
- **Ctrl +** - increases the portal of your browser window.